

Revised
A MANUAL

FOR THE USE OF MISSIONARY CANDIDATES AND
MISSIONARIES, IN CONNECTION WITH THE
BOARD OF FOREIGN MISSIONS OF

THE PRESBYTERIAN CHURCH.

FOURTH EDITION.

NEW YORK:
MISSION HOUSE, ~~23 CENTRE STREET.~~
~~53~~ 5th Ave., cor. 12th St., N. Y.
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A MANUAL.

THE BUSINESS RELATIONS OF THE BOARD AND THE MISSIONARIES.

THIS pamphlet has been prepared for the use of the Board and the missionaries, and of applicants for appointment as missionaries. Heretofore, many of the matters herein contained were dealt with as they occurred, on their merits, or in view of precedents. As the missions of the Board have become much enlarged, and it is hoped will become still more extended, it is deemed expedient to adopt the regulations embodied in this Manual.

The Board is not an ecclesiastical body, and its official duties lie mainly in the line of its expenditure of the funds of the Church, committed to its charge for the spread of the Gospel ; but it will always be willing, when requested, to give its counsel in regard to any matter of common interest to the cause of missions.

All must recognize the spiritual aspects of missionary life and work as those which are mainly important. All sincere applicants for appointment as missionaries set before their minds the authority, glory, and grace of Christ, and the honor of His name in the salvation of souls, as their great aim and object. They offer their

services in the work of spreading the Gospel, under a sense of their being divinely called to it, and they seek their reward in our blessed Lord's approval. For His sake they are willing to make sacrifices, to meet with hardship, and to endure privations. For His sake they consent to suffer the want of congenial society often, and they are willing to accept a life of steady, unnoticed labor, expecting to continue therein until death, and looking for rest in the world to come. In these and similar gracious purposes, endeavors, and hopes, they and all the friends of missions stand on common ground, and are bound together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness, and Christian love. It is not in any undervaluing of these high views, therefore, that this little Manual is restricted chiefly to the business relations of the Board and the missionaries.

Any cases not provided for in the following pages will receive the consideration of the Board when they occur.

APPOINTMENT OF MISSIONARIES.

Before appointing any person as a missionary, the Board desires to receive full information as to several matters.

Personal Information Desired.

I. In the case of ministers, theological students, and physicians, a written application for appointment should be made, in which the age of the applicant, his health, his facility of learning a language, his expectation of going out married or single, his preference, if any, for a field of labor, his religious experience, and any circumstances which the Board ought to know, and particularly the reasons which have led him to desire to engage in the work of missions, should be stated. Other points of information are also requested, through Testimonials, which are specified in the next section.

In the case of unmarried women, the written application of each one for appointment should state age, health, temperament, intellectual and moral training, aptitude for acquiring language, the reasons for engaging in missionary service, and at what time a public profession of religion was made.

Information is desired, as to the wife of a missionary, and as to single women, in each case, from her pastor and session, of her qualifications for her position, her piety, prudence, energy, health, etc.

Testimonials.

II. The testimonials of theological students and ordained ministers should include letters from their instructors in the Theological Seminary, and should be completed

by the recommendation of the Presbytery in each case, as to qualifications for missionary life and work. Without the recommendation of the Presbytery the Board will not send any minister to a foreign missionary field. In the case of a medical missionary, satisfactory professional recommendations, including those from medical professors and pastor, are required. The Testimonials of laymen should be furnished by the pastor and church session in each case, and by other Christian friends.

In all cases a medical certificate is requested, which should be thorough in all respects, and should have special reference in each case to the adaptation of health to the climate of the country in which the missionary expects to live.

It is expected that these Testimonials will be full, discriminating, and impartial, and will be sent directly to the Board by the writers. They will be regarded as private and confidential.

No unmarried lady is to be sent to any field of labor, without the express declaration of the Standing Committee therein, that one or more female missionaries are at the time needed.

Service for Life.

III. The appointment of missionaries contemplates a service for life, if the Lord will ; except in rare cases specified by the applicants and agreed to by the Board, and also excepting the cases of teachers among the Indian tribes, whose term of service should not be less than three years.

Acquaintance with Executive Officers.

IV. When it is practicable, applicants for appointment as missionaries should become acquainted with the executive officers of the Board.

AFTER APPOINTMENT AND BEFORE ARRIVING AT THE
MISSIONARY STATION.

Time of Going Out.

I. The time of setting out on the journey is to be settled by conference with the executive officers. Timely arrangements should be made, especially in the purchase of such things as are needed ; and concerning these, information, as far as possible, will be given at the Mission House. Passports should be secured in good season, for countries where they are required. The appointed missionaries should hold themselves ready for the voyage or journey at the time agreed upon. They should also keep the executive officers acquainted with their post-office address.

Outfit.

II. Toward the purchase of clothing, furniture, and books, the Board grants the sum of \$600 to a man and his wife, when it is needed, and is not provided by special gifts of churches or missionary associations ; if such donors expect their gifts to be acknowledged by the Board as donations to the cause of missions, they will be charged as a part of its outfit allowance. It is recommended that this outfit grant be used with economy, and the larger part of it be reserved for purchases to be made after arriving at the station. The sum allowed to a single missionary is

\$200, and on going to housekeeping, \$100 additional is allowed on outfit account, payable by the treasurer of the mission when required. To stations among the Indian tribes the Board grants the sum of \$100 to each minister, and \$50 to each other laborer, if needed, on outfit account.

“The outfit of a missionary is regarded as the property of the Board, so far as purchased by its funds; and in the case of a missionary retiring from the field within a limited period, for other cause than the failure of health, it is expected that an equitable return will be made to the Board—due regard being had to expenses incurred and services rendered.”

Certain Expenses not Incurred by the Board.

III. The Board can not incur expense for the education of missionaries, nor for the payment of debts, nor, indeed, for any purpose, except as mentioned herein; and the funds granted for outfit should not be used except for the purpose intended, for which they will all be needed.

As a rule no second outfit is allowed.

Expenses of the Journey.

IV. The Board pays the expense of the journey from the home of the missionary to his station, by a direct route. If this is deviated from and involves increased expenses, these must be paid by the missionary. The Board also pays the expense of freight, to missions outside of our country, to the extent of two measured tons, in the usual mode of conveyance.

Personal Gifts not to be Reckoned.

V. Moneys, articles of clothing, etc., furnished to missionaries by personal friends are not to be considered as a part of the missionary outfit, unless the donors expect them to be acknowledged by the Board as gifts to the cause of missions, in which case they will be charged as part of the outfit allowance.

AFTER ARRIVING AT THE FIELD OF LABOR.

Uniting with Presbytery.

I. Ministers should connect themselves with Presbyteries, when Presbyteries exist, as soon as possible after their arrival, taking their letters of dismission from Presbyteries at home with them for this purpose.

Presbytery for Local Affairs.

II. Many things in the practical work conducted by missionaries may be best done by common or united counsels and labors. The Presbytery forms an admirable body for the supervision of such common work, particularly as both the foreign and native ministers and elders can therein meet on the best terms. If the varied common work is conducted under the charge of Presbytery, the usual rules of the body will, of course, be followed, but it may be expedient to appoint Committees for particular parts of the work ; such as the schools and employment of teachers, the printing-press and its publications, the erection or repair of buildings, etc.

*The Foreign Ministers and Elders in Charge of
Funds of the Board.*

The Board will regard the foreign laborers, who are members of Presbytery, as responsible for the expenditure of the funds remitted by the Treasurer of the Board, or received in the field for its use, and will require their recommendation of all estimates and expenses before giving its approval to them.

A Standing Committee.

III. In cases not practicable under Presbytery, as when there is not a sufficient number of ministers to form a Presbytery, or when this method of conducting their work is not deemed advisable, then the same laborers as in Presbytery shall be constituted a Standing Committee to act for the Board, for the transaction of such business as may properly come before them.

Business Rules.

1. This Standing Committee shall meet at least once a year, and be governed by the usual rules of our church judicatories, so far as applicable ; and it shall keep regular minutes of proceedings, copies of which are to be sent, soon after each meeting, to the Board. A majority of the members present will decide each question, and in cases of the expenditure of funds intrusted by the Board to them, a two-thirds vote is required. It is proper, and from their relations to the Board becoming, that the views of all its missionaries, as regards their location and work, shall be heard and fairly and fully considered. If any

missionary shall be dissatisfied with the action of the Standing Committee, an appeal to the Board for final decision can be made.

All official letters of the Board sent to its missions shall be seen by each missionary.

Mission Treasurer.

2. The Standing Committee shall nominate a treasurer for appointment by the Board, who shall carefully preserve all deeds of mission property and other legal papers not transmitted to the Board ; receive moneys from the Treasurer of the Board, and from other sources for missionary purposes ; pay the salaries of the missionaries at the end of each month ; and defray the regular expenses of the missionary work as authorized in the estimates approved by the Board, and in no case exceeding them without its approval.

He is to keep, in official books procured at mission expense, and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers of the latter ; his books must be open to the inspection of the other missionaries, or any one of them, at any time ; his accounts must be audited by a committee of two members appointed each year for this purpose ; and a report of all receipts and payments must be made to the Treasurer of the Board yearly, or more frequently, if desired, with a balance-sheet, duly audited by the Standing Committee, clearly exhibiting the condition of the Mission Treasury.

All unexpended balances shall be placed to the credit of the Board at the close of the year. Any appropriation

for general use not required during the year shall lapse at its close and be returned to the Treasury.

No funds of the Board shall be loaned to outside parties.

No Drafts to be made without Permission.

Neither the treasurer nor any member of a mission may draw on the Treasurer of the Board for funds without first receiving the permission of the Board, formally expressed, and then no bill to be drawn at less than five days' sight.

Annual Report—Correspondence.

3. The Standing Committee shall prepare, at the end of the year, a general report of missionary work, to be sent to the Board not later than the first week in January.

Each missionary is requested to prepare also a narrative of personal labors during the year, with any special statements respecting missionary work, this narrative in the form of a letter, to be forwarded to the Board early in January.

In addition to these reports, each missionary is expected to write as frequently as may be expedient to the executive officers, Christian friends, and the religious press.

In all missions of over two ministers a letter should be sent to the Mission House once a month; in missions of less than two ministers, once in two months—giving the news of the missionary work.

Knowledge of the Language.

4. At the end of the first and second years after the arrival of a missionary in the field, the Standing Commit-

tee is requested to make a report to the Board in regard to his or her knowledge and skill in the practical use of the native language. It is the understanding of the Board that the ability to write and speak the native language well, is an indispensable qualification of missionary service, without which no one can expect to continue in the enjoyment of its support.

Estimates of Expense.

5. The Standing Committee shall prepare at the end of each year a careful estimate of the probable necessary expenses of its work for the year ensuing, specifying the different objects in detail, to be forwarded to the Board the first week in January. When there is more than one station in a mission, each station should prepare its estimates, to be submitted for examination and approval at the annual meeting. The general estimates of the mission are to be based on and include these station estimates.

It is the desire of the Board that the estimates should be so complete as to preclude special applications to churches, Sabbath-schools, or other associations, for objects not specified in them.

When these estimates have been approved by the Board, they govern the expenditure of the year, and must not be exceeded. If special cases arise, calling for new expenditure, they should be made matters of correspondence with the Board, excepting when funds to meet them are provided from other sources than the Treasury of the Board (such as donations of Christian friends at the station, or from other sources referred to in the next paragraph).

No treasurer is to pay any sums on account of the Board not sanctioned by it.

In the Case of Work for Remuneration.

6. The object of missionary life must ever be held sacred, that of preaching Christ and Him crucified; but if, without turning aside from this object, missionaries should be temporarily led by providential circumstances, with the consent of their brethren in the mission, and the approval of the Board, to engage in work that brings to them pecuniary remuneration, the moneys so received should be turned over to the treasury of the mission, and be reported to the Board; in such cases the missionaries will continue to draw their usual salaries from the Board.

Property of the Board.

No property is to be purchased, nor any building erected for the Board without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it. Where it can be done, title deeds of the property are to be duly recorded in the way required by the Government. All repairs on buildings shall be considered, and placed in the general estimates; but no enlargement or alteration involving expense shall be made without the concurrence of the Standing Committee and the sanction of the Board.

Salary.

7. The salary of a missionary varies in different countries according to the expense of living; it is fixed after conference with missionaries in the field, and it is, more-

over, subject to change after sufficient notice. The general idea on which it is fixed is that of giving only a comfortable support to the missionaries while they continue in the service of the Board, in the missionary field and work. Usually a house is provided, or house-rent paid, a salary to a married man, an allowance to each child under eighteen years of age ; two-thirds of the salary of a married man to one unmarried ; and to single women such salary as is sanctioned by the Board. The salary in every case begins on the arrival of missionaries at their station, and ends when they leave it on their return to this country, or on their connection with the Board being terminated. For the provision made for missionaries on visits to this country, see next section. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

If a missionary be left a widower, with children, and keeps house, he shall draw the salary of a married missionary.

No Pensions.

8. No pensions are given under any circumstances ; but if missionaries become superannuated or infirm, and remain in the field with the Board's consent, the Board is justified in continuing their full salary by the good influence of their Christian example, counsels, and prayers.

RETURN OF MISSIONARIES.

The Question of Return.

I. The Board reserves to itself the right of recalling or of dissolving its connection with a missionary, for sufficient

reasons, which are to be of record, and to be submitted to the General Assembly, with the Minutes of the Board. After the connection of a missionary with the Board has been terminated no payments of money on his or her account will be made, unless by special agreement.

The question of return is to be decided in each instance on its own merits, but, in all cases, the approval of the Standing Committee and the consent of the Board should be obtained before a return is decided on—excepting only where such a critical and urgent condition of health exists as does not admit of delay, in which case the approval of the Standing Committee will be deemed sufficient. In all cases the Board counsels great care in coming to a decision to apply for leave to return, inasmuch as the journey involves large expense and great loss of time to direct missionary work, and also as the influence of returned missionaries in the Church when in this country is usually great in proportion to the number of years spent continuously in the field. Indeed, unless for the failure of health, or for special orderings of Providence, the Board can not sanction the return of any missionary until after a period of at least ten or twelve years of actual service in the field.

The Expense—Home Allowance.

II. When leave to return is obtained, the Board defrays the expense of the journey by the usual direct route to the place of abode of the missionary in this country ; makes a home allowance, to commence on his arrival here, of \$800 to a man and his wife ; \$450 to an unmarried man ; \$400 to a wife, accompanied by her children, her husband remaining in the field ; and \$400 to a single woman. These

sums may be supplemented by special grants, if need be. No extras are paid. The Board also defrays the traveling expenses here, on visits to the churches for the cause of missions, when made at its request, and not provided for by the churches receiving such visits; and it bears the expense of returning, by the usual route, to the missionary station.

Length of Time.

III. The time for remaining in this country can not be determined in all cases alike, but the visit should not exceed one year from the time of leaving the station. Due reference should be made, when practicable, to the best time of leaving the station, so as not to exceed this limit. With the consent of the Board, in view of satisfactory reasons assigned, the visit may be prolonged, but at the end of the time agreed upon, whether one year or longer, if the consent of the Board is not given, payment of salary and any other expenses will be discontinued; and at the end of the second year the connection of the missionary with the Board will be terminated, unless in very special cases.

In the Case of Withdrawal.

IV. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, besides defraying the expenses of the journey to this country, the Board may make a grant of funds for temporary use, in cases of need; if longer assistance is required after his return and his ceasing to be connected with the Board, the case of the missionary and his family falls within the province of the Ministerial Relief Fund of the General

Assembly, in common with the cases of his brethren in the ministry in like circumstances.

THE CHILDREN OF MISSIONARIES.

Grant Made.

I. An annual grant is made to each child of a missionary in the field, of \$100, to cease at the age of eighteen ; the same sum is allowed toward his support if sent to this country, to the same age. This grant ceases if the missionary ceases to be connected with the Board ; but it is continued until the same age to the children of missionaries who may have died in the service.

Expense of Journey.

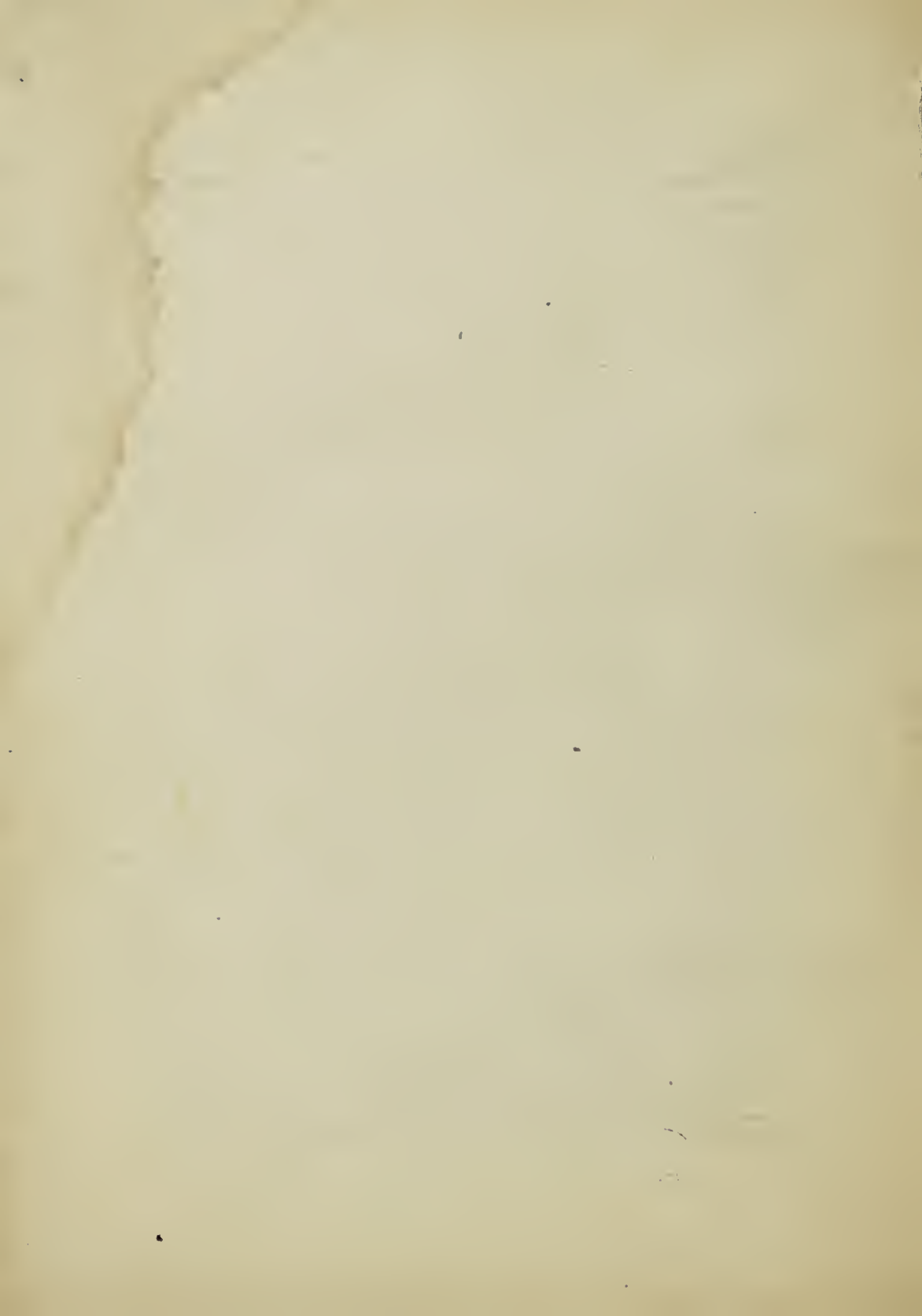
II. The Board defrays the expense of the journey of the children of missionaries to this country ; but it does not engage to defray the expense of their return after the age of fourteen to the country from which they came, unless they are going out as missionaries themselves, or unless in special circumstances, referring particularly to the daughters of missionaries.

Children in the Direction of their Parents.

III. The Board respectfully counsels missionaries that, when practicable, and special reasons do not render it inexpedient, the children should be placed in the immediate charge of the relatives and family friends of their parents. In all cases, parents will retain the control of arrange-

ments for their children sent to this country, and conduct the correspondence required therefor. But the Board and its executive officers will do all in their power, and with sympathy, to aid in effecting good arrangements in any case.

MISSION HOUSE, 23 *Centre St., New York.*



MANUAL

OF THE

Board of Foreign Missions

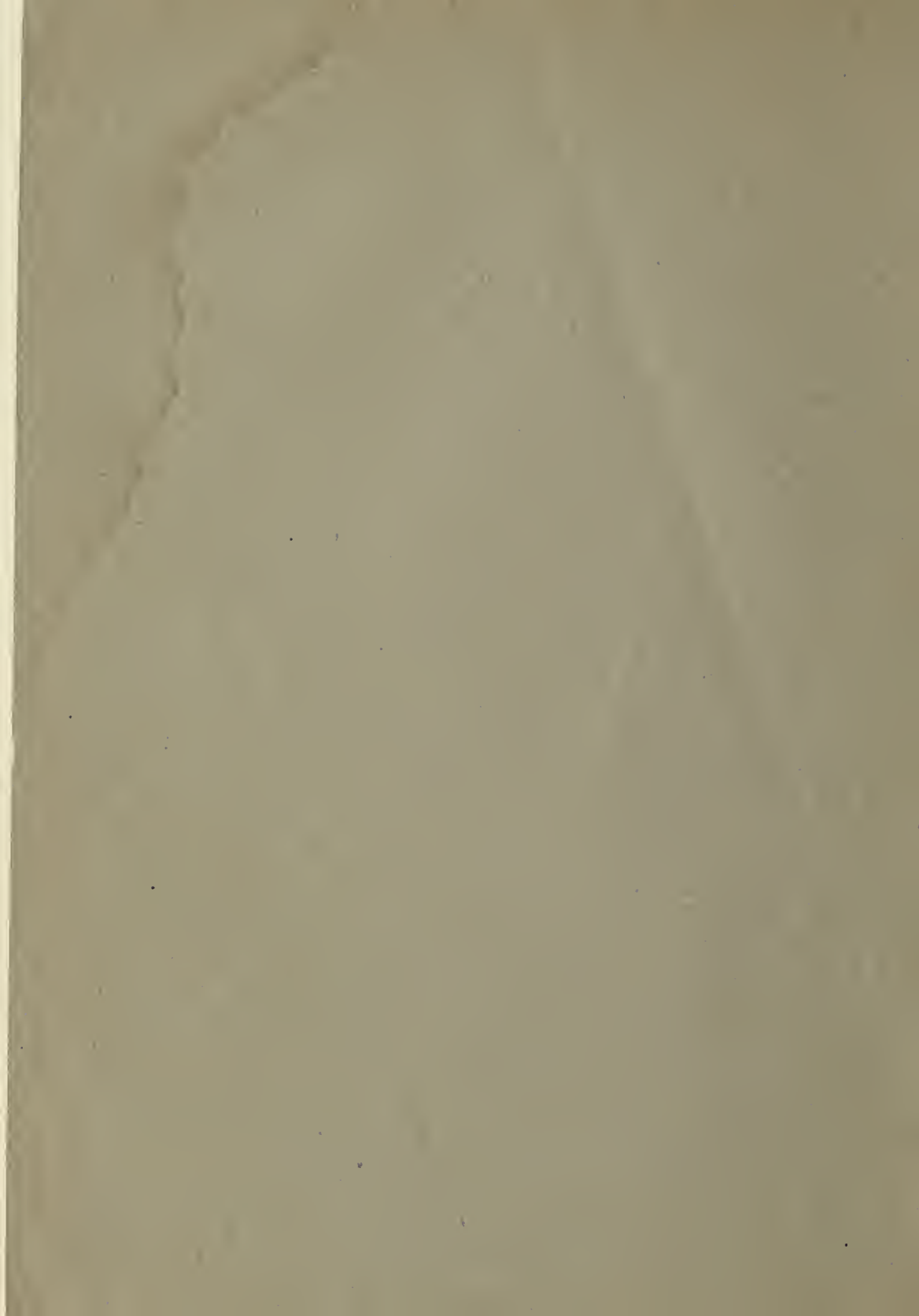
OF THE

Presbyterian Church in the U. S. A.

FOR THE USE OF MISSIONARIES AND MISSIONARY
CANDIDATES.

Revised and Adopted December 16, 1889.

NEW YORK:
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CHARTER.

CHARTER GRANTED BY THE STATE OF NEW YORK, APRIL 12TH, 1862.
(REVISED STATUTES, CHAP. 187.)

AN ACT TO INCORPORATE THE BOARD OF FOREIGN MISSIONS OF THE
PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

SECTION 1.—Walter Lowrie, Gardner Spring, William W. Phillips, George Potts, William Bannard, John D. Wells, Nathan L. Rice, Robert L. Stuart, Lebbeus B. Ward, Robert Carter, John C. Lowrie, citizens of the State of New York, and such others as they may associate with themselves, are hereby constituted a body corporate and politic forever, by the name of the Board of Foreign Missions of the Presbyterian Church in the United States of America, for the purpose of establishing and conducting Christian Missions among the unevangelized or Pagan nations, and the general diffusion of Christianity; and by that name they and their successors and associates shall be capable of taking by purchase, grant, devise, or otherwise, holding, conveying, or otherwise disposing of any real or personal estate for the purposes of the said corporation, but which estate within this State shall not at any time exceed the annual income of twenty thousand dollars.

SECTION 2.—The said corporation shall possess the general powers, rights, and privileges, and be subject to liabilities and provisions contained in the eighteenth chapter of the first part of the Revised Statutes, so far as the same is applicable, and also subject to the provisions of chapter three hundred and sixty of the laws of eighteen hundred and sixty.

SECTION 3.—This Act shall take effect immediately.

INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in heathen and unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor, expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions stand together

in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL.

APPOINTMENT OF MISSIONARIES.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, etc., prepared for candidates, and to have the medical blank provided filled up by a competent physician. Also, in letter of application, to state briefly their religious experience, motives for desiring to engage in the work of foreign missions, choice of field, if any, with reasons for the same; whether they expect to go married or single, and to furnish any other information which the Board ought to have, bearing on their appointment.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also a recommendation from their Presbytery as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned.

Medical Missionaries.

3. Those desiring appointment as medical missionaries, in addition to the general requirements specified, must furnish testimonials, especially from the pastor or session

of the church to which they belong, as to their Christian character, soundness in the faith, evangelistic spirit, and adaptation to missionary work ; also recommendations from competent persons, such as their teachers, as to their literary qualifications ; and from their medical professors and others as to their professional attainments. Men, other than ministers and medical missionaries, applying for positions, are required to furnish similar testimonials, except the certificate of professional qualifications.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. These organizations have a supplementary manual which harmonizes with the Manual of the Board and covers points on which information is required. It may be said in brief, that such applicants are expected to furnish the information required in paragraph 1, and recommendations as to their Christian character, soundness in the faith, evangelistic spirit, adaptation to missionary work, literary qualifications, and, in the case of physicians, professional attainments.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, as far as consistent with their strength and household duties, they will take part in missionary work, under the direction of the mission. Wives of persons seeking appointment, or ladies expecting to become wives of missionaries, are required to furnish satisfactory testi-

monials as to their Christian character (usually from the pastor or session of the church with which they are connected), and the educational advantages they have enjoyed; also to answer the series of personal questions referred to above, and to have the medical blank filled by a competent physician.

6. It is expected that in all cases testimonials will be full, discriminating and impartial, and that they will be sent directly to the Board by those writing them. They will be regarded as private and confidential.

Interview with Officers.

7. The Board insists that applicants for appointment shall personally meet one or more of the secretaries, whenever practicable, so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. In the case of single women where this may be difficult owing to distance, it is required that they shall at least meet some of the officers of the Women's Society or Board to which they naturally belong.

Term of Service.

8. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Experience, however, has shown that in all ordinary cases a furlough in the homeland after successive years of toil is a necessity. Such a change not only restores the exhausted energies of those who have labored in the trying climates of mission fields, but it stimulates the Church at home by bringing it into touch with the laborers abroad. Single women after the FIRST SEVEN YEARS of continuous service in the mission field are entitled to a furlough of one year; subsequent terms of service being EIGHT YEARS. Married

couples and single men are granted a furlough of one year after the FIRST EIGHT YEARS of continuous labor ; subsequent terms of service being TEN YEARS. Leave of absence on any other basis than the above must be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient.

9. Furloughs in all ordinary cases are for ONE YEAR only, in addition to the time required for a direct journey to and from the field. As these furloughs will only be extended by the Board for the most imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the time designated. The date of departure from the field is to be fixed by the Mission in view of the above rules.

10. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the church at home, it is expected that they will be spent in the United States. Tarrying in foreign countries will not be allowed unless by special consent.

11. While in the United States, missionaries may avail themselves of all reasonable opportunities to rouse the zeal and interest of individuals and organizations in the mission work, but their efforts should be to advance the general work of the Board, and not to seek to raise funds for special objects without the consent of the Board.

12. With the consent of the Board and for satisfactory reasons the furlough may be extended ; but at the end of the time agreed upon, if the consent of the Board is

not given, payment of salary and other expenses will be discontinued; and at the end of the second year the connection of the missionary with the Board will be terminated, unless in very special cases.

Designation of Field.

13. The designation of field is frequently made at a time subsequent to the date of appointment. In making this designation the preference of the candidate is always considered. Other things being equal, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ.

Outfit.

14. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary \$300.

To a man and his wife 600.

15. Should a missionary retire from the field after a service of three years or less for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to expenses incurred and services rendered.

16. The outfit allowance is in no case to be used for the PAYMENT OF DEBTS, or for any purpose except proper outfit expenses, and is payable not earlier than within two months of the time of departure for the field. Unless

drawn before the end of the fiscal year, it cannot be drawn unless placed in the estimates of the mission for the next year.

17. Outfit lists have been prepared by the several missions, copies of which will be sent to persons appointed, according to the designation of field.

As a rule NO SECOND OUTFIT is allowed.

The Journey.

18. The Board pays the expense of the journey from the home of the missionary to his station by a direct route. If that is deviated from and involves increased outlay, it must be met by the missionary. The Board also pays the expense of freight and customs duties to missions outside of the United States to the extent of four measured tons and eight tons to single and married missionaries respectively (a ton contains 40 cubic feet). One hundred pounds of baggage in excess of the amount carried free by the railroads is allowed each missionary from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be furnished after designation of field. Correspondence on this subject should be had with the Treasurer of the Board.

Passports.

19. Passports are absolutely necessary only for missionaries going to Persia or Syria. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are advised to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

Salary.

20. The salaries of missionaries vary in different countries according to the expense of living. They are determined by the Board on the basis of correspondence with the missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue in the service of the Board in the mission field. Usually a house is provided, or house rent paid ; a salary to a married man, with an allowance for each child under eighteen years of age ; two-thirds of the salary of a married man to one unmarried ; and to single women such salary as may be sanctioned by the Board.

21. The salary in every case begins on the arrival of missionaries at their station, and ends when they leave it on their return to this country, or on their connection with the Board being terminated. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, April 30th. For the provision made for missionaries on visits to this country, see section on Home Allowance, (paragraph 65).

22. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

23. If a missionary be left a widower with children and keeps house, he may draw the salary of a married missionary, and a widow similarly situated shall be entitled to \$100 per annum in addition to the usual salary paid to single women.

REMUNERATION FOR OUTSIDE WORK.

24. The object of missionary life must ever be held sacred—the preaching of Christ and Him crucified; but if, without turning aside from this object, missionaries should be temporarily led by providential circumstances, with the consent of the mission and the approval of the Board, to engage in work on the field that yields them pecuniary remuneration, the moneys so received should be turned over to the treasurer of the mission and reported to the treasurer of the Board. In such cases missionaries will continue to draw their usual salaries from the Board.

Pensions.

25. NO PENSIONS ARE ALLOWED UNDER ANY CIRCUMSTANCES; but if missionaries, when aged and infirm, remain in the field with the Board's consent, the Board is justified in continuing their salary because of such service as they may be able to render, and the good influence of their Christian example, counsels, and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See paragraph 66).

Medical Expenses.

26. At stations where medical missionaries are laboring under commission from the Board, they are to be regarded as the physicians of missionary families, and to render service to them without charge. At all other stations an allowance for medical attendance will be made, the amount to be included in the estimates and determined by the Board.

KNOWLEDGE OF THE VERNACULAR.

27. The Board regards the ability to write, but especially to speak the native language, as an indispensable qualification for missionary service. To aid in securing this the several missions are required, through a competent committee, to examine new missionaries at the close of the first and second years of service and at such other times as the mission may deem wise, as to their knowledge of the native tongue, and report the result to the Board. The mission has no authority to excuse from these examinations without the consent of the Board. As a rule the Board will not continue in commission those who after fair trial are unable to master the language of the people among whom they labor.

THE PRESBYTERY.

28. Ministers should connect themselves with Presbyteries on the field, as soon as possible after their arrival, taking their letters of dismissal from the Presbyteries at home with them for this purpose.

29. Many things in the practical work conducted by missionaries may be best done by common or united counsels and labors. The Presbytery forms an admirable body for the supervision of such common work, as ministers and elders, both foreign and native, being members, have equal rights and privileges. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Board may deem wise from time to time.

THE MISSION.

30. A Mission as constituted for the transaction of business consists of all foreign missionaries under appointment by the Board within specified territorial limits. The women of the Mission who are actively engaged in mission work (the Mission to determine when this condition is met) are entitled to vote on what is known as Woman's Work. No missionary shall have a right to vote until after one year of service in connection with the Mission.

Mission Meetings.

31. The mission shall meet at least once a year (whenever possible between Dec. 1st and Feb 1st) and be governed by the usual rules of our church judicatories so far as applicable; and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. A majority of the members present shall decide each question, but questions as to the expenditure of funds intrusted by the Board to them, shall require a two-thirds vote. It is eminently proper, from their relations to the Board, that the views of all its missionaries regarding their location and work shall be heard and fairly and fully considered. If any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made. Because of the expense, only those members of missionary families entitled to deliberate or vote should attend the Annual Meeting, unless under peculiar circumstances.

32. All official letters of the Board sent to its Missions shall be seen by each missionary.

Individual Work.

33. The work of individual missionaries is, in general, to be under the direction of the Mission, so that all forms of labor may have the benefit of united counsel and promote the interests of the work as a whole. Tours of exploration, or any unusual work, should be undertaken only with the advice of the Mission.

New Stations.

34. New stations can be established only by action of the Board on recommendation of the Mission. The force assigned to such stations should, if possible, include one missionary of experience.

Literary Work.

35. Literary work, such as translating, and the preparation of religious books, is important, but should be undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language.

Reports.

36. Each station shall prepare at the close of the mission year a report of the various departments of its work, and submit it to the Mission at the Annual Meeting. These reports shall be reviewed by the Mission and forwarded to the Board with the Mission's judgment thereon.

37. Each station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission concerning the work in its various departments, the members of the station discharging this duty in turn.

38. Each missionary is also expected to prepare a brief

personal report of his labors during the year and send the same to the Board.

39. In addition to these reports and letters, each missionary is expected to write as frequently as may be expedient to the executive officers of the Board, Christian friends and the religious press.

Estimates.

40. At the Annual Meeting, the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the first day of May following the date of meeting. Where there is more than one station in the mission, each station shall prepare its estimates, to be submitted for examination and approval at the Annual Meeting. These estimates are to be made in two classes, the first to embrace such current items as are absolutely necessary to the continuance of the work, such as salaries and rents, allowed during the year preceding ; the second class to include all proposed expenditures not embraced in the first class. The estimates thus prepared and forwarded to the Board will be acted upon as promptly as possible, after the rising of the General Assembly. Pending such action, the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

41. It is the desire of the Board that these estimates should be so complete as to preclude applications to churches, Sabbath-schools, societies or individuals for special gifts. If cases arise calling for new outlay they should be presented to the Board with the approval of the Mission.

42. Missionaries are expected to refer to the officers in New York all requests from societies, schools, or bands for special objects, as such questions are given systematic attention.

43. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various missions must consider each year's appropriations as available only during the year for which they are made.

Mission Treasurers.

44. The Mission shall elect a treasurer at its annual meeting or when a vacancy occurs, said treasurer to assume his duties at the time designated by the Mission, the election to be reported to the Board and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of mission property and other legal papers not transmitted to the Board ; to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter. His books must be open to the inspection of any member of the Mission at any reasonable time.

45. The MISSION TREASURER is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be lent under any circumstances.

46. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and

premium on exchange. (See paragraph 24). Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

47. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount ; this to be forwarded regularly, and preferably in monthly instalments ; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

48. The receipt of such remittances must be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. They shall meet to audit the accounts of the Mission Treasurer as soon as possible after May 1st in each year.

49. In auditing the accounts the Committee of the Mission must not only examine the footings and vouchers for each payment, but also report that the disbursements under appropriations were made in accordance with the vote of the Board.

50. The Treasurer may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

51. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained (see Appendix).

Station Treasurers.

52. Station Treasurers are appointed by the Mission at its Annual Meeting. They are the financial agents of the Mission for their several stations with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the station.

53. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

54. The Treasurer of the Board is authorized to make purchases for the Missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer.

55. The Board's Treasurer may receive and transfer to the field funds handed him for the private use of missionaries, and in turn pay upon proper authority funds transferred to him by the missionaries.

56. Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts.

57. If necessity compels, the Mission Treasurer may draw on the Board Treasurer at ten days' sight for an

amount not to exceed the proportionate allowance of appropriations for one month, but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

58. As the Board for the purposes of its annual report to the General Assembly closes its books on April 30th, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

59. At the end of the year (April 30th), ALL UNEXPENDED BALANCES AND UNUSED APPROPRIATIONS revert to the Treasury of the Board (see paragraph 43).

60. The Treasurer is, however, authorized to allow proper payments from the balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends, and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

PROPERTY OF THE BOARD.

61. NO PROPERTY IS TO BE PURCHASED, NOR ANY BUILDING ERECTED OR RENTED FOR THE BOARD, WITHOUT ITS SANCTION. NONE OF ITS PROPERTY IS TO BE MORTGAGED OR ASSIGNED FOR ANY DEBT. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it. Where it can be done, title deeds of the property are to be duly recorded in the way required by the Government within whose territory the mission is

located ; copies thereof, with diagrams, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, but no enlargement or alteration involving expense shall be made without the concurrence of the Mission and the sanction of the Board.

RETURN ON FURLOUGH.

62. When leave of absence has been granted the Board defrays the expense of the journey by the usual direct route from his station to the abode of the missionary in this country. One measured ton of freight is allowed each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines. All additional freight must be provided for by the missionaries themselves.

63. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board.

64. Missionaries in returning home shall bring a statement of account from the Mission Treasurer or Station Treasurer ; such statement to cover the salary and other accounts, and funds furnished for traveling expenses. They shall immediately on arrival at New York report at the Mission House ; but if they arrive at any other port shall at once send to the Treasurer a full statement of traveling expenses, also home address.

Home Allowance.

65. The Board grants a home allowance of \$800 per annum to a husband and wife, \$450 to an unmarried man, \$400 to a wife, her husband remaining in the field,

and \$450 to a single woman. These sums may be supplemented by special grants in case of urgent need. No extras are paid. The allowance begins on arrival in the United States.

66. In the event of WITHDRAWAL FROM MISSIONARY SERVICE for reasons considered sufficient by the Board, in addition to defraying the expenses of the journey to this country, the Board may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly, in common with the cases of his brethren in the ministry in this country in like circumstances.

67. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "Lay missionaries commissioned by the Foreign Board."

68. The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or Churches in this country at its request, when the expenses are not otherwise paid.

RETURN TO THE MISSION FIELD.

69. In returning to the field after furlough, the same rule applies as in coming to this country. The Board pays the traveling expenses from the home to the field of labor by the usual direct route, the allowance for freight being one measured ton for each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

RIGHT TO RECALL.

70. The Board reserves to itself the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made, unless by special agreement.

CHILDREN OF MISSIONARIES.

71. An allowance of \$100 per annum is made for each child under eighteen years of age. This grant ceases if the missionary ceases to be connected with the Board, but is continued within the same age limit to the children of a missionary who may have died in the service.

72. The Board defrays the expense of the journey of the children of missionaries to this country; but it does not engage to meet the expense of their return after the age of fourteen to the country from which they came, unless they go out as missionaries under appointment by the Board.

73. The Board respectfully counsels missionaries that, when practicable and expedient, their children in this country should be placed in the immediate charge of relatives or friends. In all cases parents will retain the control of arrangements for their children sent to this country, and conduct the necessary correspondence. But the Board and its executive officers will cheerfully do all in their power to aid in effecting good arrangements in any case.

APPENDIX.

Action of the Board of Foreign Missions, taken July 5, 1892.

1. Any Mission or station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, such as evangelistic or educational.

2. When necessary, transfers from one class to another may also be made within three months after the appropriations are received, if unanimously approved by the Mission.

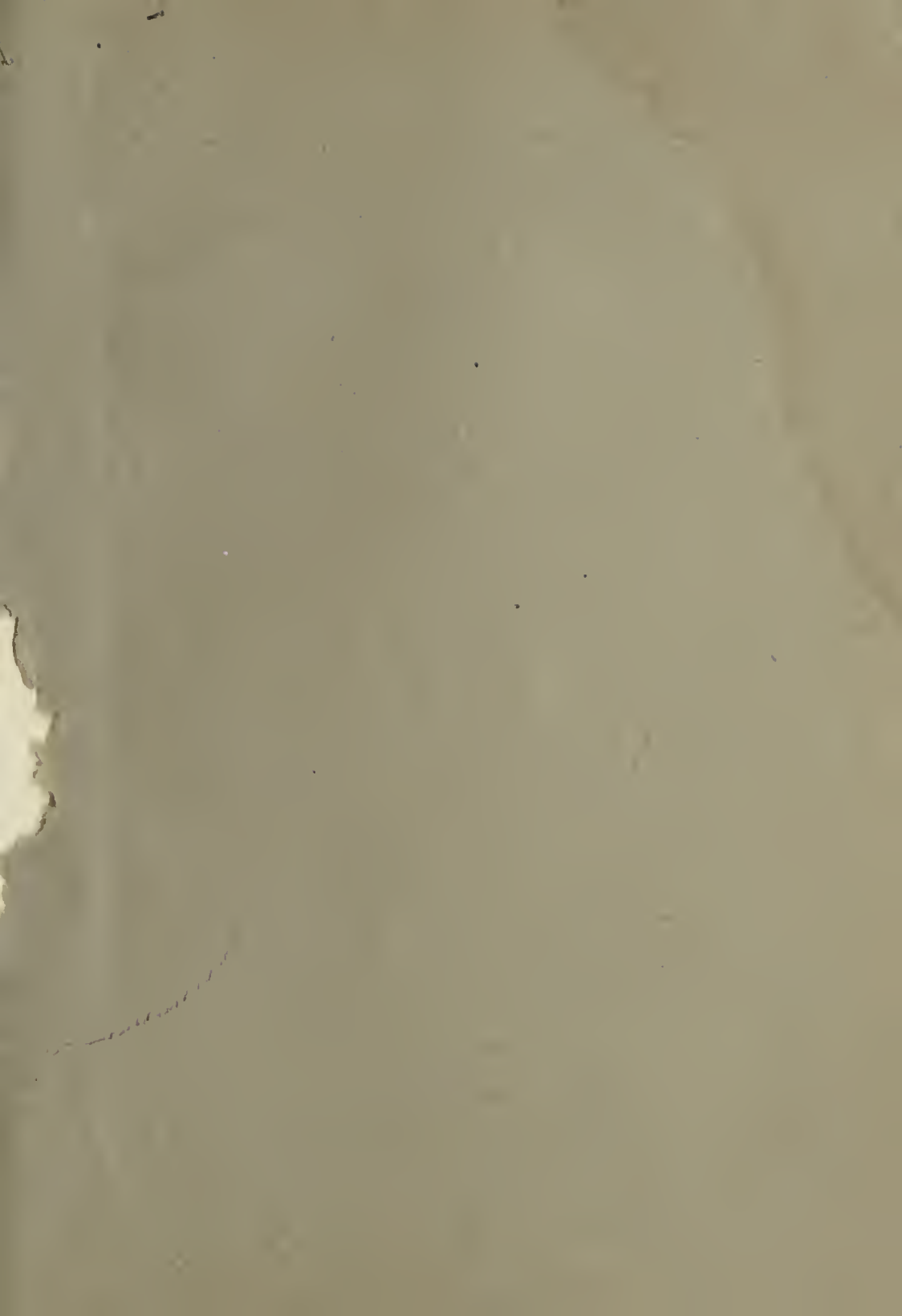
3. After that time such transfers (from class to class) are to be made by the authority of the Board, unless in cases of emergency, in which cases the amount is not to exceed two hundred dollars, and it is to be reported to the Board without delay. This provision for transfers from class to class does not include appropriations for new property, Class VIII.

4. In view of the occurrence of such changes in the appropriations as are provided for above, the Board will expect from the Treasurer of the Mission a final and complete statement of the newly distributed appropriations, according to the method of classification and statement followed in the Estimate blanks ; this final statement to be directed to the Treasurer of the Board, and to reach him not later than November first.

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MANUAL

OF THE

BOARD OF FOREIGN MISSIONS

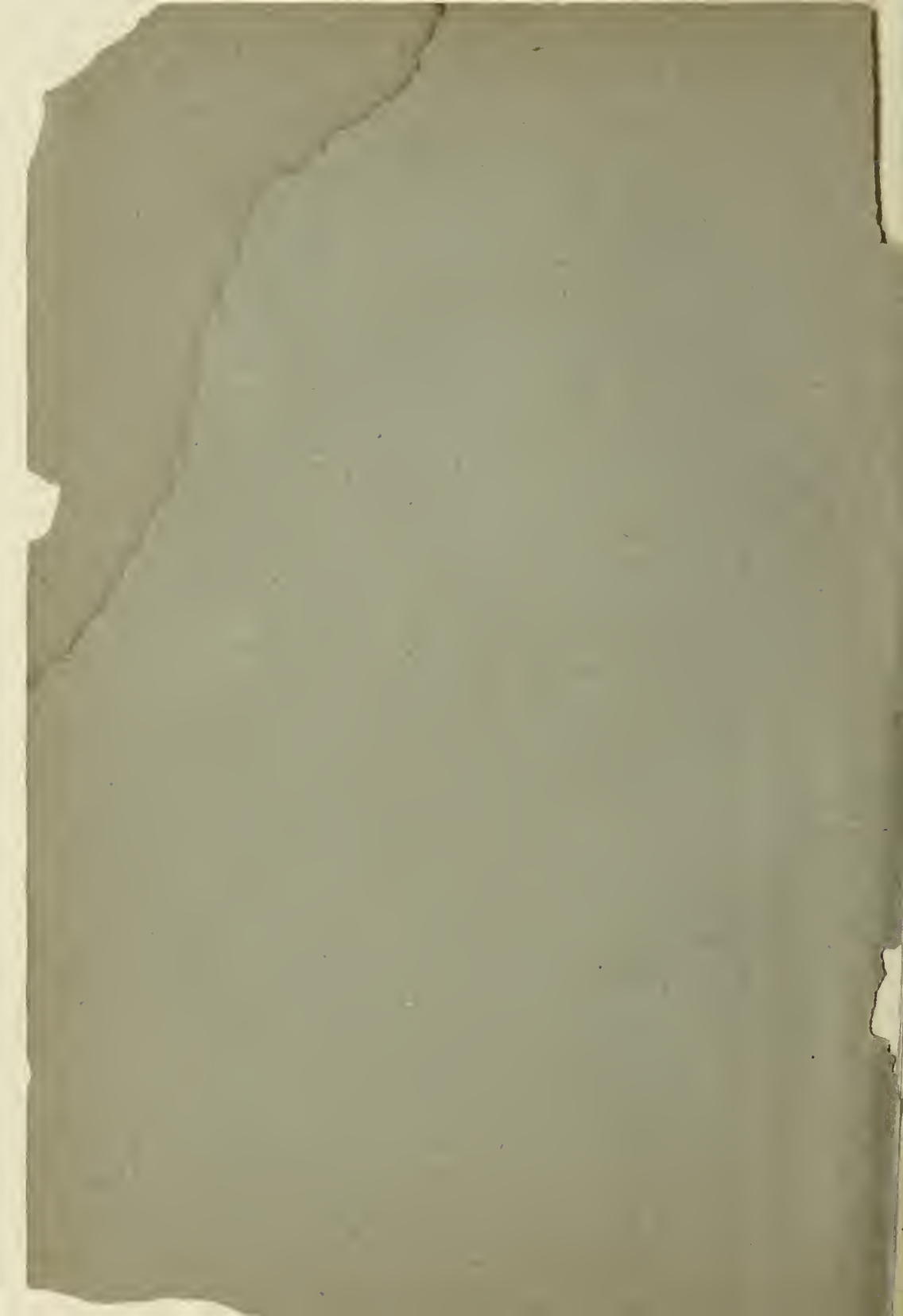
OF THE

Presbyterian Church in the U. S. A.

FOR THE USE OF MISSIONARIES AND MISSIONARY
CANDIDATES.

Revised and Adopted by the Board, and Approved by the
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INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in heathen and unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor,

expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions, stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.



CHARTER.

CHARTER GRANTED BY THE STATE OF NEW YORK, APRIL 12TH, 1862.
(LAWS OF 1862, CHAP. 187.)

AN ACT TO INCORPORATE THE BOARD OF FOREIGN MISSIONS OF THE
PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA.

PASSED APRIL 12TH, 1862—CHAPTER 187.

*The People of the State of New York, represented in Senate and
Assembly, do enact as follows :*

SECTION 1.—Walter Lowrie, Gardner Spring, William W. Phillips, George Potts, William Barnard, John D. Wells, Nathan L. Rice, Robert L. Stuart, Lebbeus B. Ward, Robert Carter, John C. Lowrie, citizens of the State of New York, and such others as they may associate with themselves, are hereby constituted a body corporate and politic forever, by the name of the Board of Foreign Missions of the Presbyterian Church in the United States of America, for the purpose of establishing and conducting Christian Missions among the unevangelized or Pagan nations, and the general diffusion of Christianity ; and by that name they and their successors and associates shall be capable of taking by purchase, grant, devise, or otherwise, holding, conveying, or otherwise disposing of any real or personal estate for the purposes of the said corporation, but which estate within this State shall not at any time exceed the annual income of twenty thousand dollars.

SECTION 2.—The said corporation shall possess the general powers, rights and privileges, and be subject to liabilities and provisions contained in the eighteenth chapter of the first part of the Revised Statutes, so far as the same is applicable, and also subject to the provisions of chapter three hundred and sixty of the laws of eighteen hundred and sixty.

SECTION 3.—This Act shall take effect immediately.

LAWS OF 1894, CHAPTER 326.

AN ACT TO AMEND CHAPTER ONE HUNDRED AND EIGHTY-SEVEN OF THE LAWS OF EIGHTEEN HUNDRED AND SIXTY-TWO, ENTITLED "AN ACT TO INCORPORATE THE BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA," AND TO REGULATE THE NUMBER OF TRUSTEES.

BECAME A LAW, APRIL 19, 1894, WITH THE APPROVAL OF THE GOVERNOR ; PASSED, THREE-FIFTHS BEING PRESENT. .

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

SECTION 1.—Section three of chapter one hundred and eighty-seven of the laws of eighteen hundred and sixty-two, entitled "An act to incorporate the Board of Foreign Missions of the Presbyterian Church of the United States of America," is hereby amended to read as follows :

SECTION 3.—"The management and disposition of the affairs "and property of the said Board of Foreign Missions of the "Presbyterian Church in the United States of America shall be "vested in twenty-one Trustees, who shall be appointed from "time to time by the General Assembly of the Presbyterian "Church in the United States of America for such terms as the "Assembly may determine. But the number of such Trustees "may be increased or decreased at any time by the said General "Assembly, and in case of an increase the additional Trustees "shall be appointed by such General Assembly of the Presby- "terian Church in the United States of America ; provided, "however, that the members of the Board, as at present consti- "tuted, shall continue to hold office until their successors have "been appointed by the General Assembly. Not less than "eleven members of the Board shall constitute a quorum for "the purpose of electing officers, making by-laws, or for holding "any special meeting ; but for all other purposes, and at stated "meetings, five shall be a quorum."

SECTION 2.—This Act shall take effect immediately.

MANUAL.

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly : their religious history ; motives for desiring to engage in the work of foreign missions ; choice of field, if any, with reasons for the same ; experience in active Christian service ; whether they expect to go married or single ; and to furnish any other information which the Board ought to have, bearing upon their appointment.'

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home ; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidates' qualifications in these regards.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something

equivalent, as to their literary and theological attainments; also a recommendation from their Presbytery as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned. It is expected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommenda-

tions as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § I.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever

possible, so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong, and, whenever possible, one or more of the Secretaries.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be to a Station or to a specific work, with the approval of the Mission. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment :

To an unmarried missionary	\$250
To a man and his wife	500

except where, by vote of the Mission and approval of the Board, smaller grants may be agreed upon.

The outfit allowance is to be used only for proper expenses, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless placed in the estimates of the Mission for the next year.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed, according to the designation of field.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary, to supplement the outfit existing at the Station to which he may be assigned, an allowance not to exceed \$150, for the purchase of a surgical outfit. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to the expenses incurred and services rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station by a direct route. Should any missionary wish to deviate from this direct route and there be no reason to the contrary, he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The Board pays freight and customs duties to Missions outside of the United States to the extent determined by the Board for each Mission after correspondence with the same. Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be furnished after designation of field.

Passports.

13. Passports are absolutely necessary only for missionaries going to Persia or Syria. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are advised to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field.

Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under eighteen years of age, two-thirds of the salary of a married man to one unmarried, and to a single woman one half of the salary of a married missionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

15. The salary begins on the arrival of missionaries within the bounds of their Mission, and ends when they leave it on their return to this country, or on the termination of their connection with the Board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, April 30th.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service.

17. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in Mission work. Missionaries are entitled to a furlough after each term of eight years' continuous service in the Mission field; but in the case of single women their first furlough shall be after a term of seven years, the furlough in each case to begin at

the suitable time of year (see § 18) after the expiration of the full term of service. Any other leave of absence should be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. In Missions where exceptional conditions of climate render a shorter term of service necessary, the length of such term shall be determined by the Board after correspondence with the Mission.

Furloughs.

18. Furloughs in all ordinary cases are for *one year only*; in addition to the time required for a direct journey to and from the field. As these furloughs should be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See § 41.) In Missions where exceptional conditions of climate render a longer furlough necessary, the length of such furlough shall be determined by the Board after correspondence with the Mission.

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advan-

tage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See §§ 18, 23.)

Traveling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See §§ 18, 19, 23.) One measured ton of freight, without customs duties, is allowed each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board.

22. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer, such statement to cover the salary account and other accounts, and funds furnished for traveling expenses. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of traveling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$900 per annum to a husband and wife, and \$450 to an unmarried man, to a wife, her husband remaining on the field, or to a single woman. These sums may be supplemented in cases of special need. The home allowance begins on arrival in the United States.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, unless in special cases. (See § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be deter-

mined both as to time and length by the Mission, on the basis of plans submitted by the Missions and approved by the Board.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge. At all other Stations an allowance for medical attendance will be made, the amount to be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded, an application in regular form for special appropriation may be made to the Board.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board. (See §§ 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of foreign

missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See §§ 31, 32.)

Withdrawal from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigences in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and

his family falls within the province of the Ministerial Relief Fund of the General Assembly, in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 is made for each child under eighteen years of age. When both parents or one parent, the other being deceased, are on the field and the children in the United States, this allowance is increased to \$150. This grant ceases when the missionary ceases to be connected with the Board, but is continued within the same age limits to the children of a missionary who may have died in the service.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board respectfully counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those

who need them most. These Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$150 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. (See § 28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE PRESBYTERY.

37. When the Presbyteries on the field are organically connected with the Presbyterian Church in the United States of America, ministers should unite with them as soon as possible after their arrival, taking their letters of dismissal from the Presbyteries at home with them for this purpose.

38. The Presbytery forms an admirable body for the supervision of common work, as ministers and elders, both foreign and native, being members, have equal rights and privileges. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

THE MISSION.

Mission.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work (the Mission to determine when this condition is met) are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and expenditure are subject to its judgment, and all requests

requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered, and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, *ad interim*, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See §§ 48, 50.)

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The traveling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those

who are voting members, and those who have not completed their first year of service. (See § 39.)

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894):

Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the *textus receptus* as are sanctioned by the English or the American Revision Committees of 1881, it was

Resolved, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submitted to the Committee on Versions of the American Bible Society.

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of May following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as the sending out of

new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance. The estimates are to be made in two classes: the first to embrace such current items as are absolutely necessary to the continuance of the work, such as salaries and rents, allowed during the year preceding; the second class, all proposed expenditures not embraced in the first class. When the estimate for any item in the first class is increased, the increase should be placed in the second class and only counted available when the additional appropriation has been made.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Board so as to facilitate their prompt consideration, and will use the estimate sheets provided by the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully

stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized; the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country; and the probable value of the same in United States currency, commonly added, is simply an estimate, by which the Missions and Mission Treasurers are in no wise to be guided.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made within six months after the appropriations are received, if approved by the Mission or the Executive Committee of the Mission. This provision for transfers from class to class does not apply to classes

“Missionaries on Field,” “Missionaries not on Field,” “New Missionaries,” and “New Property.”

In view of the occurrence of such changes in the appropriations as are provided for above, the Board will expect from the Treasurer of the Mission or Station a final and complete statement of the newly-distributed appropriations, according to the method of classification and statement followed in the estimate blanks; this final statement to be directed to the Treasurer of the Board, and to reach him not later than March 1st.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is hoped that each missionary will aid in raising the large amount required for the work formally recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordi-

nary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter, —[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]— and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel, and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it. Title deeds of the property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Prop-

erty Committee, and, if amounting to more than \$100, the sanction of the Board.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or

communities in the United States, must have the authorization of the Board.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are in proper form and season returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See §§ 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various departments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Letters.

60. It is expected that each Station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. All correspondence with the officers of the Board should be on uniform paper furnished by the Board, the writing to be on one side only. Matters pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.) His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. (See §§ 29, 45, 46, 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances are to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after May 1st in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See §§ 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, and the name reported to the Board. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See §§ 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriations for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on April 30th, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (April 30th), all unexpended balances and unused appropriations revert to the Treasury of the Board. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from the balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

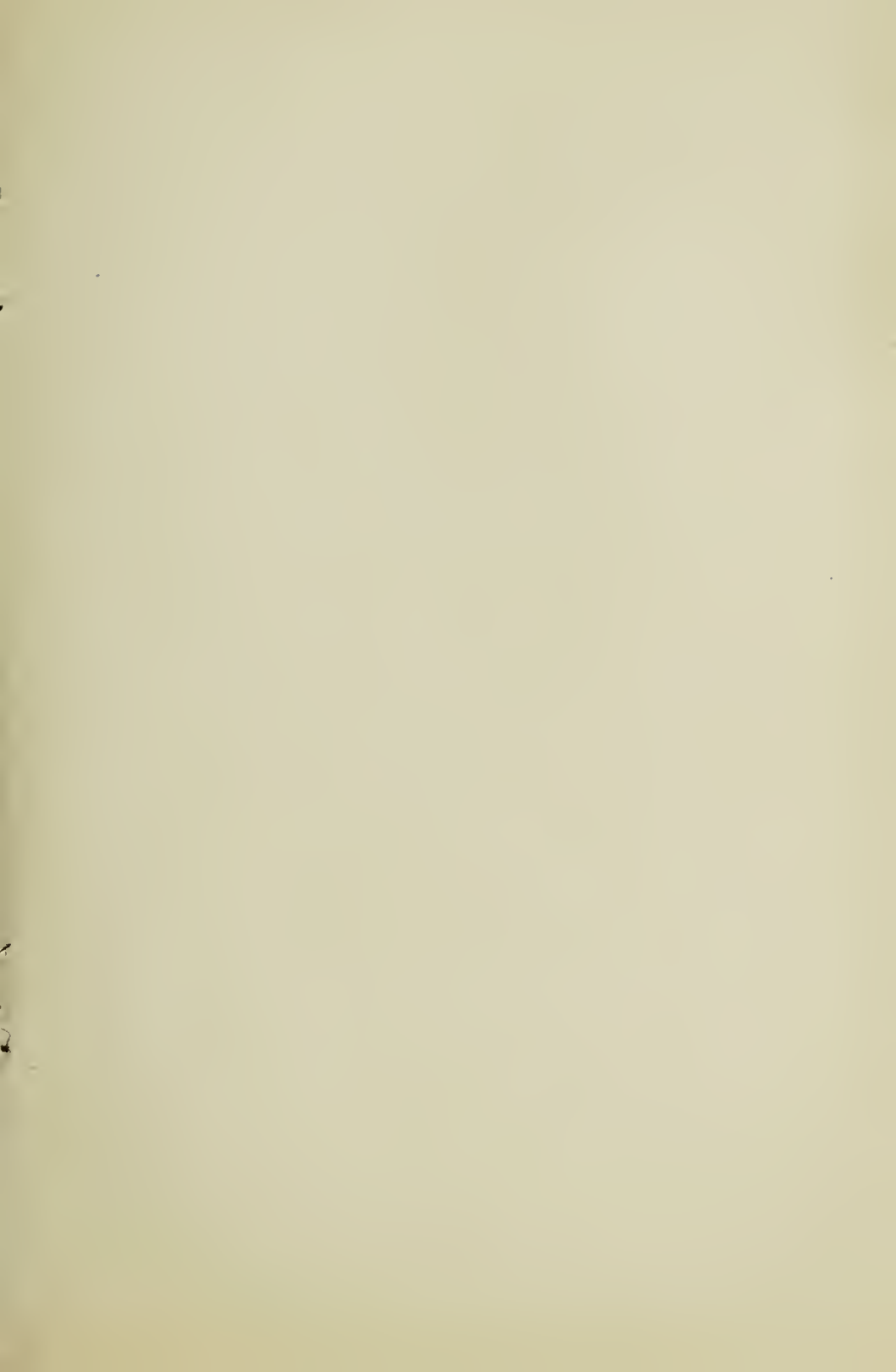
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MANUAL

OF THE

BOARD OF FOREIGN MISSIONS

OF THE

PRESBYTERIAN CHURCH IN THE U. S. A.

FOR THE USE OF MISSIONARIES AND MISSIONARY
CANDIDATES



REVISED AND ADOPTED BY THE BOARD, AND APPROVED
BY THE GENERAL ASSEMBLY

NEW YORK

1904



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INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in heathen and unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

This Manual is not a contract and the Board reserves the right to modify or change it as in the judgment of the Board at any time may seem wise.

The Manual does not embrace general questions of missionary policy and administration. These are treated in other publications of the Board and at the annual conferences with new missionaries.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor,

expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions, stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL.

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; choice of field, if any, with reasons for the same; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

The Board will not commission men with children, save in exceptional circumstances.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations from their Presbyteries as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned. It is ex-

pected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommendations as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

1. That they will not marry within the circle of the Board's Missions in less than three years from the date of their arrival on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

2. That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Missions, in less than five years from the date of their arrival on the field.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § 1.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and if desired will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever possible; so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong and whenever possible, one or more of the Secretaries.

A conference for new missionaries is held annually at the rooms of the Board, and unless specially excused all new missionaries under appointment are expected to be present.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be to a Station or to a specific work. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary \$200

To a man and his wife \$400

except where, by vote of the Mission and approval of the Board, smaller grants may be agreed upon.

The outfit allowance is to be used only for proper expenses, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless otherwise specially arranged.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed, according to the designation of field.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary an allowance not to exceed \$150, for the purchase of a surgical outfit. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to the expenses incurred and services rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station by a direct route. Should any missionary wish to deviate from this direct route and there be no reason to the contrary, he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus consumed will be taken into consideration in fixing the date at which home allowance shall begin.

The Board pays freight and customs duties to Missions outside of the United States within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary, and four tons for a married missionary, except as may be determined by special action of the Board.

Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be fur-

nished after designation of field. A Travel Manual is provided, containing further instructions as to travel.

Passports.

13. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under eighteen years of age, one-half of the salary of a married man to one unmarried, (with exceptions in some Missions where the necessities of a comfortable support require more) and to a single woman one-half of the salary of a married missionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

In case of a married missionary or child the full salary or allowance shall be continued to the end of the month, but in the case of an unmarried missionary, either man or woman, the salary shall cease with death.

15. The salary begins as a rule on the arrival of missionaries at their Stations, and ends when they leave their Stations on their return to this country, or on the termination of their connection with the Board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, April 30th.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service and Furloughs.

17. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in Mission work.

A few familiar and well-established principles should be kept in mind :

First—Missionaries live and work amid conditions which are not only trying to health, but which involve peculiar nervous strain. It is therefore not only desirable, but necessary, that they should have occasional furloughs in the United States for purposes of physical recuperation, mental change and spiritual reinvigoration.

Second—The frequency with which said furloughs should be taken varies with the degree of isolation, the healthfulness of the climate and the vigor of the missionary, there being wide differences in these respects which make any rigid and uniform term of doubtful expediency.

Third—While the Board can establish the approximate term of service for the country, there is force in the suggestion which has come from the field, that the Mission itself can best determine the precise limits for the individual missionary, as it is more conversant with the physical condition of the individual and with the work which will be affected by his departure.

Fourth—The vastness of the field and the comparatively small number of the laborers, the urgent importance of every available missionary being at his post, the serious interference with the work which furloughs necessitate, and the additional burdens which they lay upon already overworked colleagues, as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that the furloughs should be limited to the reasonable necessities of each

case. It is believed that increased facilities for intercommunication, and the extension of the conveniences of civilization, make the lot of the missionary more tolerable than it was a generation ago, and that in these circumstances it is not unreasonable to expect that the tendency should be toward a lengthened rather than toward a shortened term of service.

For the Mexico Mission in ordinary cases, missionaries after a period of at least ten years' continuous service on the field, may, with the consent of the Mission, return to the United States on furlough, the same principle to hold good in the case of single women.

For the Guatemala, Colombia (except Barranquilla), Chili, Southern Brazil Missions, the term shall be at least nine years; for Peking, East and West Shantung, Korea, Syria, Eastern and Western Japan, Canton, Central China, Hainan, Lodiana, Furrukhabad, Western India, East and West Persia and Central Brazil the term shall be at least eight years. For the Siam, Laos and Philippine Missions, and the Barranquilla Station of the Colombia Mission, at least six years, and for the West Africa Mission, at least four years.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission, irrespective of his physical condition and the needs of the work, but if he completes that term of service in the possession of good health he is to remain for a longer period, the Mission determining the question as to whether he shall return to the United States and at what time, the rule and expectation being that the term of service shall approximate a longer period. Inasmuch as the Board makes exceptions in the case of missionaries whose health requires it, it is felt that no hardship is involved in thus lengthening the general term. The hope is also expressed that special care will be taken to comply with the provisions of Paragraph 18 of the Manual, and that when risks of climate interfere with the return at the exact termination of the term of years determined upon in accordance with the above principles, there will be thoughtful consideration whether the requisite relief can not be obtained by shortening rather than lengthening the furlough.

The Board would impress upon the Missions the importance of their inserting provision for anticipated furloughs in their annual estimates. As special appropriations cannot be made except in cases of health emergency, a failure to incorporate travelling expenses in the estimates will ordinarily be considered an adequate reason for deferring a furlough till the following year.

The following special rules for particular Missions shall apply to the Missions designated:

In the case of the Persia, Central China, Japan, Canton and Hainan Missions, when the missionaries are able to leave their stations in July, and leave the United States for return to the field in August, they shall be allowed to leave in the July preceding the fall in which their term of service would expire, in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission. When they must leave the field earlier than July, they shall be allowed to do so as late as is prudent in the spring or summer succeeding the fall in which their term of service would expire, in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission, and the length of the furlough in such cases shall be extended so as to enable them to do this and return in the proper season of the year at the expiration of the furlough, the furlough in such cases, however, not to exceed at the most fifteen months.

For the three India Missions, that the time for leaving the field on regular furlough in these missions be about the first of April following the completion of the full term of service (as determined in accordance with the foregoing principles), and that the time for leaving the United States in returning to India after the furlough be about the middle of September of the following year, the date of the departure from the field to be fixed by the Mission in accordance with Paragraph 18 of the Manual.

For Mexico, Guatemala and Colombia (save Barranquilla), that an option be given as between a furlough of one year after a service of not less than ten years in the case of Mexico and nine years in the case of Guatemala and Colombia, or of six months after a service of not less than five years, the usual home allow-

ance to be paid, but in case of the six months' furlough, one-half of the travelling allowance shall be made.

In cases where a missionary shall have been on the field longer than the usual term, and his wife for a period shorter than the term, or *vice versa*, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children. Its responsibilities in the matter of travelling expenses are defined in the Manual. It provides for the regular furlough of missionaries, Manual, Paragraphs 17-18, for their return on account of their own health when required, Paragraph 17, and when they withdraw from the work, Paragraph 31. It provides for the travelling expenses of children to and from the field, as specified in Paragraph 34; beyond this the Board feels that it is not proper to go in the use of Mission funds in providing furloughs and travelling expenses on account of health, or in the cases of children.

The Board will interpret and apply these principles in a just and reasonable way.

Any other leave of absence than the furlough thus provided for should be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. The Board has adopted and furnished the Missions with a form of certificate, and the reception and approval of these certificates, together with the judgment of the Mission thereon must precede the settlement of the travelling account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriations. Where a consultation of the medical missionaries of a mission is practicable, it shall only be on the recommendation of such a conference that missionaries shall be ordered home on account of health.

18. Furloughs except as specified above are for *one year only*, in addition to the time required for a direct journey to and from the field. As these furloughs should be extended by the Board

only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See § 41.)

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See §§ 18, 23.)

As the Board pays the travel expense to the home of the missionary, it is necessary that the domicile be stated when rendering the travel account and that the journey thereto be according to the provision of Paragraph 12.

Travelling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See §§ 18, 19, 23.) One measured ton of freight, without customs duties, is allowed each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board. Missionaries should obtain from the Mis-

sion Treasurer copies of the Travel Manual with full detailed instructions.

22. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer, such statement to cover the salary account and other accounts, and funds furnished for travelling expenses. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of travelling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$900 per annum to a husband and wife, and \$450 to an unmarried man, to a wife, her husband remaining on the field, or to a single woman. These sums may be supplemented in cases of special need.

The home allowance begins when the payment of travelling expenses from the field ceases, and ends when the payment of travelling expenses to the field begins; or whenever the alternative offered in the second sentence of Paragraph 12 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route. And the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries, with the understanding that these amounts may be supplemented if this is found to be necessary.

Home allowance shall in no case exceed the amount for one year, except as serious physical disability, certified to by a competent physician, may call for a longer period, or in case of missionaries connected with Missions where the Board has provided a longer period of furlough as in Paragraph 18.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission

work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the travelling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, unless in special cases. (See § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be determined both as to time and length by the Missions, on the basis of plans submitted by the Missions and approved by the Board.

The Board provides sanitariums in some Missions where climatic and other conditions render them necessary to health, but it deems it inexpedient to pay travelling expenses to or from such sanitariums save in cases of special urgency, to be determined after correspondence with the Board touching the merits of each case.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At Stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to

be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded, an application in regular form for special appropriation may be made to the Board. No medical allowance can be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board. (See §§ 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

Personal teachers will be provided for all missionaries for a period not exceeding three years, with the understanding—

1. That if the requisite examinations are passed before this, and a teacher is not needed, his employment ceases.

2. That as a rule, and save with Mission approval for the exception, one teacher shall suffice for a man and wife. That in Missions where a subsequent or "high efficiency" examination is provided, teachers shall be supplied for those who undertake this.

3. In other Missions, where it is deemed advisable by the Mission that language study should continue beyond the three years above provided for, personal teachers shall be supplied, one for each two missionaries pursuing such studies, where combination is possible.

4. In no case shall personal teachers be provided for more than five years, without special authority from the Board.

5. Writers or copyists may be provided for missionaries employed by the appointment of the Mission in literary work, where such are needed.

In Missions where it is necessary to learn a second language

the above rules shall apply afresh in the case of the second language and the employment of a teacher therefor.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of foreign missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See §§ 31, 32.)

Withdrawal from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigences in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly, in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of

the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 is made for each child under eighteen years of age. When both parents or one parent, the other being deceased, are on the field and the children in the United States, this allowance is increased to \$150. This grant ceases when the missionary ceases to be connected with the Board, but is continued within the same age limits to the children of a missionary who may have died in the service. The Board can not provide children's allowance in case of the adopted children of missionaries. In the case of all missionaries appointed or commissioned since 1897 the amount of children's allowance to be paid to any one missionary family shall not exceed \$500.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Board shall be responsible shall not exceed four; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those who need them most. These Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$175 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

When a missionary is on furlough, whose children have been receiving \$150 each, on account of their being in this country and the parents being on the field, the extra allowance of \$50 for each child, provided by Paragraph 33, shall cease, this amount being payable only when parents are on the field and the children in this country. On furlough the allowance is \$100 for each child.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. (See § 28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE PRESBYTERY.

37. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

The Board can not provide travelling or other expenses for natives or missionaries in connection with the ecclesiastical meetings of the native churches, *e. g.*, Presbytery and Synod.

38. With reference to the relations of the Missions and native Churches and Presbyteries attention is called to the action of the General Assembly, Minutes of 1898, page 73.

"That in the Judgment of the Assembly the best results of Mission Work in Brazil and other foreign fields will be attained only when right lines of distinction are observed between the functions of the native Churches and the functions of the foreign Missions; the Missions contributing to the establishment of the native Churches and looking forward to passing on into the regions beyond when their work is done, and the native Churches

growing up with an independent identity from the beginning, administering their own contributions and resources unentangled with any responsibility for the administration of the Missions or of the funds committed to the Missions."

THE MISSION.

Mission.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work (the Mission to determine when this condition is met), are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

The wives of missionaries are subject to the provisions of Paragraphs 28 and 39 of the Manual, withholding from missionaries the right to vote until they have passed the language examinations for the first year.

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and expenditure are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should

be heard and fully considered, and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, *ad interim*, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See §§ 48, 50.)

Any Mission may commit to its Executive Committee, if it desires, the discharge of any of the functions and duties of the Mission as defined in the Manual.

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The travelling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members, and those who have not completed their first year of service. (See § 39.)

Missions and missionaries in transmitting matters requiring Board action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting the Secretary of the Mission shall make a separate list of such acts of the Mission meeting as may require Board action, and transmit them as promptly as possible to the Board in a separate communication.

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission, and by per-

sons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894.) :

"Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the *textus receptus* as are sanctioned by the English or the American Revision Committees of 1881, it was

"*Resolved*, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submitted to the Committee on Versions of the American Bible Society."

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of May following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made, and secondly, if more is required, how the Mission would spend the desired increase.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Board so as to facilitate their prompt consideration, and will use the estimate sheets provided by the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized; the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made until January 31, if approved by the Mission or the Executive Committee of the Mission. This provision for transfers from class to class does not apply to classes "Missionaries on Field,"

“Missionaries not on Field,” “New Missionaries,” and “New Property.”

In view of the occurrence of such changes in the appropriations as are provided for above, the Board will expect from the Treasurer of the Mission or Station a final and complete statement of the newly-distributed appropriations, according to the method of classification and statement followed in the estimate blanks; this final statement to be directed to the Treasurer of the Board, and to reach him not later than March 31st, and as much earlier as may be practicable.

In adjusting the appropriations to the necessities of the work on the field the only items which the Board exempts from reduction or transfer are those in Classes I, II, III and VIII, and such specific items in other classes as may be exempted by a special action of the Board. All other appropriations are within the rules of the Manual, subject to such readjustment by the Missions as the exigencies of the field situation may require. It is of course expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and it will not needlessly disturb such relations. But if in the judgment of the Mission the interests of the work are seriously involved, the Board will support the Mission in assigning to such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is expected that each missionary will aid in raising the large amount required for the work formally recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordinary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter,—[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]—and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel, and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Property Committee, and, if amounting to more than \$100, the sanction of the Board.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations, without its consent, will be held personally responsible for the amount.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board, in such cases the character of the tenant and the proposed use of the property to be carefully considered.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work

or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States, must have the authorization of the Board. The Board has adopted special regulations governing the operation of all Mission Printing Presses.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are in proper form and season returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, to forward the statement called for in Paragraph 42, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See §§ 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various departments

of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Letters.

60. It is expected that each Station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. All correspondence with the officers of the Board should be on uniform paper furnished by the Board, the writing to be on one side only. Matters pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.)

His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. (See §§ 29, 45, 46, 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after May 1st in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for

each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board. The audit should include an examination of the cash in bank. And a report of the Committee of the Mission certifying that the audit required by this Paragraph has been made and the results thereof should be forwarded to the Treasurer of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See §§ 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, or where the Mission shall prefer, by the Mission, and the names reported to the Board, save in those Missions where the Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See §§ 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, includ-

ing freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriations for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on April 30th, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (April 30th), all unexpended balances and unused appropriations revert to the Treasury of the Board. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

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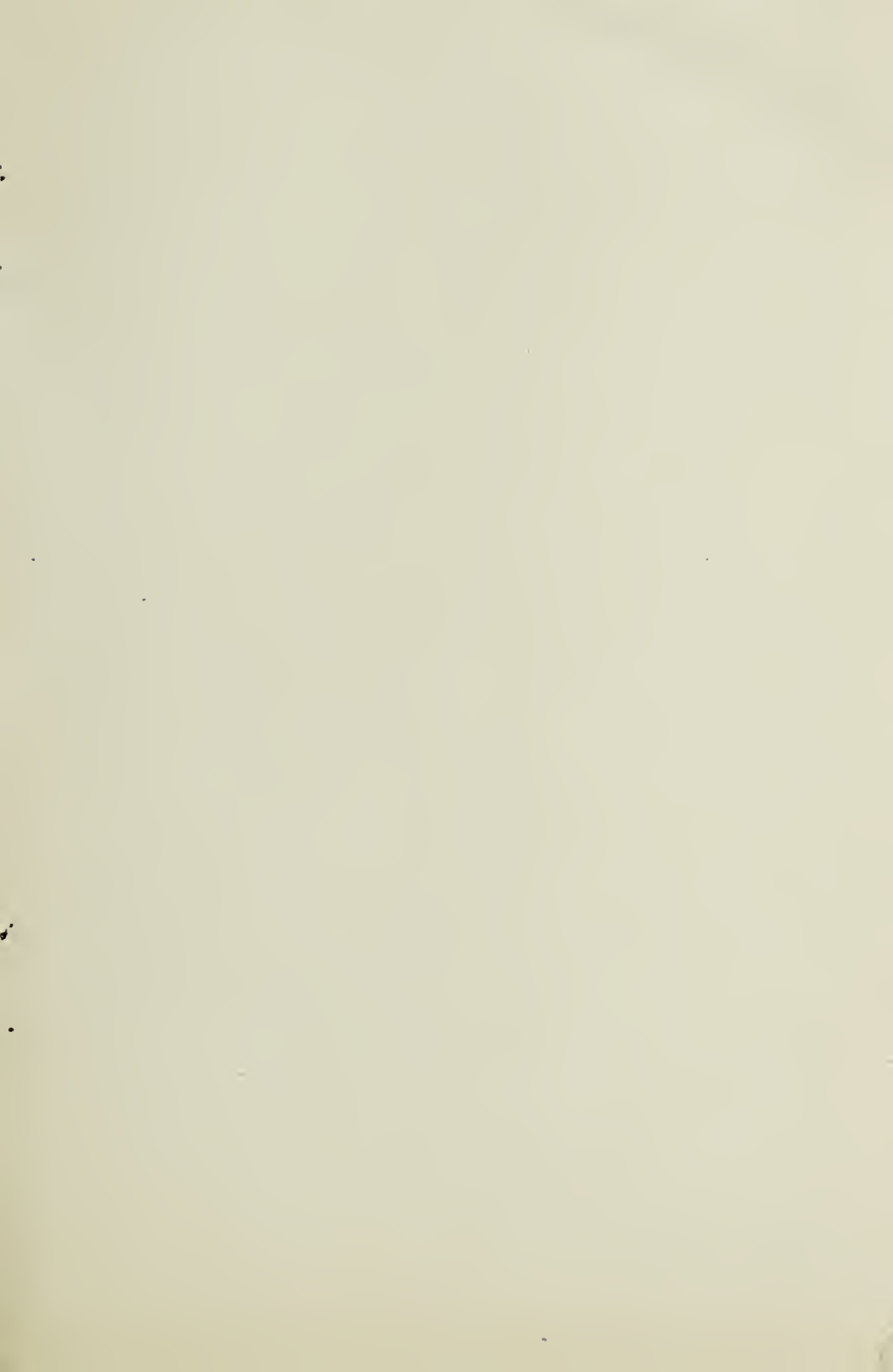
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to Mr. Robert L. Speer
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MANUAL

OF THE

Board of Foreign Missions

OF THE

Presbyterian Church in the U. S. A.

FOR THE USE OF MISSIONARIES AND
MISSIONARY CANDIDATES



REVISED AND ADOPTED BY THE BOARD
AND APPROVED BY THE GENERAL ASSEMBLY

New York

1906



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INTRODUCTION

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in heathen and unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

This Manual is not a contract and the Board reserves the right to modify or change it as in the judgment of the Board at any time may seem wise.

The Manual does not embrace general questions of missionary policy and administration. These are treated in other publications of the Board and at the annual conferences with new missionaries.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor,

expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions, stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; choice of field, if any, with reasons for the same; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

The Board will not commission men with children, save in exceptional circumstances.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations from their Presbyteries as to their standing and qualifications for missionary work. Without such recommendation of Presby-

tery, no ordained missionary will be commissioned. It is expected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommendations as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation of the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

1. That they will not marry within the circle of the Board's Missions in less than three years from the date of their arrival on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

2. That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Missions, in less than five years from the date of their arrival on the field.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign mission; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § I.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and if desired will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever possible, so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong and whenever possible one or more of the Secretaries.

A conference for new missionaries is held annually at the rooms of the Board, and unless specially excused all new missionaries under appointment are expected to be present.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be to a Station or to a specific work. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary \$200

To a man and his wife \$400

except where, by vote of the Mission and approval of the Board, smaller grants may be agreed upon.

The outfit allowance is to be used only for proper expenses, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless otherwise specially arranged.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed, according to the designation of field.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary an allowance not to exceed \$150, for the purchase of a surgical outfit. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to the expenses incurred and services rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

New missionaries shall on their arrival on the field, or as soon thereafter as possible, render to the Mission Treasurer, or if there be a Station Treasurer, then through him to the Mission Treasurer, a list of outfit purchases made by them with the outfit allowances provided by the Board, together with the prices paid. This list to be itemized, save that clothing, including under clothing, hose, shoes, dresses, etc., can be classed in one item as personal clothing.

Medical Missionaries shall as soon as possible after arriving on the field in a similar manner file an inventory of purchases made with the medical outfit allowance, and also keep a list available of purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station by a direct route. Should any missionary wish to deviate from this direct route and there be no reason to the contrary he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus

consumed will be taken into consideration in fixing the date at which home allowance shall begin.

The Board pays freight and customs duties to Missions outside of the United States within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary, and four tons for a married missionary, except as may be determined by special action of the Board.

Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be furnished after designation of field. A Travel Manual is provided, containing further instructions as to Travel.

Passports.

13. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under eighteen years of age, one-half of the salary of a married man to one unmarried, (with exceptions in some Missions where the necessities of a comfortable support require more) and to a single woman one-half of the salary of a married mis-

sionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

In case of a married missionary or child the full salary or allowance shall be continued to the end of the month, but in the case of an unmarried missionary, either man or woman, the salary shall cease with death.

15. The salary begins as a rule on the arrival of missionaries at their Stations, and ends when they leave their Stations on their return to this country, or on the termination of their connection with the board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, April 30th.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service and Furloughs.

17. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in mission work.

A few familiar and well-established principles should be kept in mind:

First—Missionaries live and work amid conditions which are not only trying to health, but which involve peculiar nervous strain. It is therefore not only desirable, but necessary, that they should have occasional furloughs in the United States for purposes of physical recuperation, mental change and spiritual reinvigoration.

Second—The frequency with which said furloughs should be taken varies with the degree of isolation, the healthfulness of the climate and the vigor of the missionary, there being wide differences in these respects which make any rigid and uniform term of doubtful expediency.

Third—While the Board can establish the approximate term of service for the country, there is force in the suggestion which has come from the field, that the Mission itself can best determine the precise limits for the individual missionary, as it is more conversant with the physical condition of the individual and with the work which will be affected by his departure.

Fourth—The vastness of the field and the comparatively small number of the laborers, the urgent importance of every available missionary being at his post the serious interference with the work which furloughs necessitate and the additional burdens which they lay upon already overworked colleagues as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that the furloughs should be limited to the reasonable necessities of each case. It is believed that increased facilities for intercommunication, and the extension of the conveniences of civilization, make the lot of the missionary more tolerable than it was a generation ago, and that in these circumstances it is not unreasonable to expect that the tendency should be toward a lengthened rather than toward a shortened term of service.

For the Mexico Mission in ordinary cases, missionaries after a period of at least ten years' continuous service on the field, may, with the consent of the Mission, return to the United States on furlough, the same principle to hold good in the case of single women.

For the Guatemala, Colombia (except Barranquilla), Chili, Southern Brazil Missions, the term shall be at least nine years; for Peking, East and West Shantung, Korea, Syria, Eastern and Western Japan, Canton, Central China, Hainan, Lodiaua, Furrukhabad, Western India, East and West Persia and Central Brazil the term shall be at least eight years. For the Siam Laos and Philippine Missions, and the Barranquilla Station of the Colombia Mission, at least six years, and for the West Africa Mission, three years, and all furloughs eight months in addition to the time required for travel.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission,

irrespective of his physical condition and the needs of the work, but if he completes that term of service in the possession of good health he is to remain for a longer period, the Mission determining the question as to whether he shall return to the United States and at what time, the rule and expectation being that the term of office shall approximate a longer period. Inasmuch as the Board makes exceptions in the case of missionaries whose health requires it, it is felt that no hardship is involved in thus lengthening the general term. The hope is also expressed that special care will be taken to comply with the provisions of Paragraph 18 of the Manual, and that when risks of climate interfere with the return at the exact termination of the term of years determined upon in accordance with the above principles, there will be thoughtful consideration whether the requisite relief can not be obtained by shortening rather than lengthening the furlough.

The Board would impress upon the Missions the importance of their inserting provision for anticipated furloughs in their annual estimates. As special appropriations cannot be made except in cases of health emergency, a failure to incorporate travelling expenses in the estimates will ordinarily be considered an adequate reason for deferring a furlough till the following year.

The following special rules for particular Missions shall apply to the Missions designated:

In the case of the Persia, Central China, Japan, Canton and Hainan Missions, when the missionaries are able to leave their stations in July, and leave the United States for return to the field in August, they shall be allowed to leave in the July preceding the fall in which their term of service would expire in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission. When they must leave the field earlier than July, they shall be allowed to do so as late as is prudent in the spring or summer succeeding the fall in which their term of service would expire, in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission, and the length of the furlough in such cases shall be extended so as to enable them to

do this and return in the proper season of the year at the expiration of the furlough, the furlough in such cases, however, not to exceed at the most fifteen months.

For the three India Missions, that the time for leaving the field on regular furlough in these missions be about the first of April following the completion of the full term of service (as determined in accordance with the foregoing principles), and that the time for leaving the United States in returning to India after the furlough be about the middle of September of the following year, the date of the departure from the field to be fixed by the Mission in accordance with Paragraph 18 of the Manual.

For Mexico, Guatemala and Colombia (save Barrarquilla), that an option be given as between a furlough of one year after a service of not less than ten years in the case of Mexico and nine years in the case of Guatemala and Colombia, or of six months after a service of not less than five years, the usual home allowance to be paid, but in case of the six months' furlough, one-half of the travelling allowance shall be made.

In cases where a missionary shall have been on the field longer than the usual term, and his wife for a period shorter than the term, or *vice versa*, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children. Its responsibilities in the matter of travelling expenses are defined in the Manual. It provides for the regular furlough of missionaries, Manual, Paragraphs 17-18, for their return on account of their own health when required Paragraph 17, and when they withdraw from the work, Paragraph 31. It provides for the travelling expenses of children to and from the field, as specified in Paragraph 34; beyond this the Board feels that it is not proper to go in the use of Mission funds in providing furloughs and travelling expenses on account of health, or in the cases of children.

The Board will interpret and apply these principles in a just and reasonable way.

Any other leave of absence than the furlough thus provided for should be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. The Board has adopted and furnished the Missions with a form of certificate, and the reception and approval of these certificates, together with the judgment of the Mission thereon must precede the settlement of the travelling account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriations. Where a consultation of the medical missionaries of a mission is practicable, it shall only be on the recommendation of such a conference that missionaries shall be ordered home on account of health.

18. Furloughs except as specified above are for *one year only*, except for the West African Mission, where the furlough shall be eight months, in addition to the time required for a direct journey to and from the field. As these furloughs should be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See § 41.)

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See §§ 18, 23.)

As the Board pays the travel expense to the home of the missionary, it is necessary that the domicile be stated when rendering the travel account and that the journey thereto be according to the provision of Paragraph 12.

Travelling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See §§ 18, 19, 23.) One measured ton of freight, without customs duties is allowed each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board. Missionaries should obtain from the Mission Treasurer copies of the Travel Manual with full detailed instructions.

22. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer, such statement to cover the salary account and other accounts, and funds furnished for travelling expenses. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of travelling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$900 per annum to a husband and wife, and \$450 to an unmarried man, to a wife, her husband remaining on the field, or to a single woman. These sums may be supplemented in cases of special need.

The home allowance begins when the payment of travelling expenses from the field ceases, and ends when the payment of

travelling expenses to the field begins; or whenever the alternative offered in the second sentence of Paragraph 12 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route. And the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries, with the understanding that these amounts may be supplemented if this is found to be necessary.

Home allowance shall in no case exceed the amount for one year, except as serious physical disability, certified to by a competent physician, may call for a longer period, or in case of missionaries connected with Missions where the Board has provided a longer period of furlough as in Paragraph 18.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the travelling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, unless in special cases. (See § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be determined both

as to time and length by the Missions, on the basis of plans submitted by the Missions and approved by the Board.

The Board provides sanitariums in some Missions where climatic and other conditions render them necessary to health, but it deems it inexpedient to pay travelling expenses to or from such sanitariums save in cases of special urgency, to be determined after correspondence with the Board touching the merits of each case.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At Stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded an application in regular form for special appropriation may be made to the Board. No medical allowance can be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak, the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board. (See §§ 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

Personal teachers will be provided for all missionaries for a period not exceeding three years, with the understanding—

1. That if the requisite examinations are passed before this, and a teacher is not needed, his employment ceases.

2. That as a rule, and save with Mission approval for the exception, one teacher shall suffice for a man and wife. That in Missions where a subsequent or "high efficiency" examination is provided, teachers shall be supplied for those who undertake this.

3. In other Missions, where it is deemed advisable by the Mission that language study should continue beyond the three years above provided for, personal teachers shall be supplied, one for each two missionaries pursuing such studies, where combination is possible.

4. In no case shall personal teachers be provided for more than five years, without special authority from the Board.

5. Writers or copyists may be provided for missionaries employed by the appointment of the Mission in literary work, where such are needed.

In Missions where it is necessary to learn a second language the above rules shall apply afresh in the case of the second language and the employment of a teacher therefor.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of foreign missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See §§ 31, 32.)

Withdrawals from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 is made for each child under eighteen years of age. When both parents or one parent, the other being deceased, are on the field and the children in the United States, this allowance is increased to \$150. This grant ceases when the missionary ceases to be connected with the Board, but is continued within the same age limits to the children of a missionary who may have died in the service. The Board can not provide children's allowance in case of the adopted children of missionaries. In the case of all missionaries appointed or commis-

sioned since 1897 the amount of children's allowance to be paid to any one missionary family shall not exceed \$500.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Board shall be responsible shall not exceed four; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those who need them most. These Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$175 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

When a missionary is on furlough, whose children have been receiving \$150 each, on account of their being in this country and the parents being on the field, the extra allowance of \$50 for each child, provided by Paragraph 33, shall cease, this amount being payable only when parents are on the field and the children in this country. On furlough the allowance is \$100 for each child.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make

proper investigation and to report its judgment to the Board. (See §28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE PRESBYTERY.

37. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

The Board can not provide travelling or other expenses for natives or missionaries in connection with the ecclesiastical meetings of the native churches, *c. g.*, Presbytery and Synod.

38. With reference to the relations of the Missions and native Churches and Presbyteries attention is called to the action of the General Assembly, Minutes of 1898, page 73.

"That in the Judgment of the Assembly the best results of Mission Work in Brazil and other foreign fields will be attained only when right lines of distinction are observed between the functions of the native Churches and the functions of the foreign Missions; the Missions contributing to the establishment of the native Churches and looking forward to passing on into the regions beyond when their work is done, and the native Churches growing up with an independent identity from the beginning, administering their own contributions and resources unentangled with any responsibility for the administration of the Missions or of the funds committed to the Missions."

THE MISSION.

Mission.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work

(the Mission to determine when this condition is met), are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

The wives of missionaries are subject to the provisions of Paragraphs 28 and 39 of the Manual withholding from missionaries the right to vote until they have passed the language examinations for the first year.

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and expenditure are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered, and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, *ad interim*, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See §§ 48, 50.)

Any Mission may commit to its Executive Committee, if it

desires, the discharge of any of the functions and duties of the Mission as defined in the Manual.

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The travelling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members, and those who have not completed their first year of service. (See § 39.)

Missions and missionaries in transmitting matters requiring Board action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting the Secretary of the Mission shall make a separate list of such acts of the Mission meeting as may require Board action, and transmit them as promptly as possible to the Board in a separate communication.

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894) :

"Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the *textus receptus* as are sanctioned by the English or the American Revision Committees of 1881, it was

"*Resolved*, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submit-

ted to the Committee on Versions of the American Bible Society."

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of May following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made, and, secondly, if more is required, how the Mission would spend the desired increase.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Board so as to facilitate their prompt consideration, and will use the estimate sheets provided by the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized; the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board. Save that when the excess is due to an unforeseen enlargement of the work, due, for example, to more paying pupils in the school or patients in the hospital, it shall be allowable to apply so much of the excess as is necessary to meet the increased cost of the work, due to this enlargement. But this shall not be understood to entail upon the Board any obligation to increase the grants from its Treasury for the work.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made until January 31, if approved by the Mission or the Executive Committee of the Mission. This provision for transfers from class to class does not apply to classes "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property."

In view of the occurrence of such changes in the appropria-

tions as are provided for above, the Board will expect from the Treasurer of the Mission or Station a final and complete statement of the newly-distributed appropriations, according to the method of classification and statement followed in the estimate blanks; this final statement to be directed to the Treasurer of the Board, and to reach him not later than March 31st and as much earlier as may be practicable.

In adjusting the appropriations to the necessities of the work on the field the only items which the Board exempts from reduction or transfer are those in Classes I, II, III and VIII, and such specific items in other classes as may be exempted by a special action of the Board. All other appropriations are within the rules of the Manual; subject to such readjustment by the Missions as the exigencies of the field situation may require. It is of course expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and it will not needlessly disturb such relations. But if in the judgment of the Mission the interests of the work are seriously involved, the Board will support the Mission in assigning to such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is expected that each missionary will aid in raising the large amount required for the work formally recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

All money not paid through the Treasurer of the Board, but received for the work by missionaries from Churches or other organizations or from individuals, should be reported through the Mission Treasurers. The Board feels that wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer should make report to the Board, showing:

(a) All gifts passing through his hands for special purposes.

(b) As far as possible, all gifts not passing through his hands, but received and expended by individual missionaries for the work.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordinary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter—[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]—and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Property Committee, and, if amounting to more than \$100, the sanction of the Board.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations, without its consent, will be held personally responsible for the amount.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for mis-

sionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board, in such cases the character of the tenant and the proposed use of the property to be carefully considered.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States, must have the authorization of the Board. The Board has adopted special regulations governing the operation of all Mission Printing Presses.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be

reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are in proper form and season returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, to forward the statement called for in Paragraph 42, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See §§ 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various departments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Letters.

60. It is expected that each Station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. All correspondence with the officers of the Board should be on uniform paper furnished by the Board, the writing to be on one side only. Matters pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.) His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. (See §§ 29, 45, 46 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after May 1st in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board. The audit should include an examination of the cash in bank. And a report of the Committee of the Mission certifying that the audit required by this Paragraph has been made and the results thereof should be forwarded to the Treasurer of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See §§ 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, or where the Mission shall prefer, by the Mission, and the names reported to the Board, save in those Missions where the

Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See §§ 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriation for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on April 30th, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (April 30th), all unexpended balances and unused appropriations revert to the Treasury of the Board. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

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MANUAL

OF THE

Board of Foreign Missions

OF THE

Presbyterian Church in the U. S. A.

FOR THE USE OF MISSIONARIES AND
MISSIONARY CANDIDATES



*REVISED AND ADOPTED BY THE BOARD
AND APPROVED BY THE GENERAL ASSEMBLY*

New York

1910

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INTRODUCTION

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

This Manual is not a contract and the Board reserves the right to modify or change it as in the judgment of the Board at any time may seem wise.

The Manual does not embrace general questions of missionary policy and administration. These are treated in other publications of the Board and at the annual conferences with new missionaries.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor,

expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; choice of field, if any, with reasons for the same; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

The Board will not commission men with children, save in exceptional circumstances.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations from their Presbyteries as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned. It is ex-

pected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommendations as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

1. That they will not marry within the circle of the Board's Missions in less than three years from the date of their arrival on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

2. That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Mis-

sions, in less than five years from the date of their arrival on the field.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected); their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § 1.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and if desired will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever possible, so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong and whenever possible one or more of the Secretaries.

A conference for new missionaries is held annually at the

rooms of the Board, and unless specially excused all new missionaries under appointment are expected to be present.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be to a Station or to a specific work. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary..... \$200

To a man and his wife..... \$400

except where by vote of the Mission and approval of the Board, smaller grants may be agreed upon.

The outfit allowance is to be used only for proper expenses, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless otherwise specially arranged.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed, according to the designation of field.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary, an allowance not to exceed \$150, for the purchase of a surgical outfit. On withdrawal of missionary physicians from

connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to the expenses incurred and services rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

New missionaries shall on their arrival on the field, or as soon thereafter as possible, render to the Mission Treasurer, or if there be a Station Treasurer, then through him to the Mission Treasurer, a list of outfit purchases made by them with the outfit allowances provided by the Board, together with the prices paid. This list to be itemized, save that clothing, including under clothing, hose, shoes, dresses, etc., can be classed in one item as personal clothing.

Medical Missionaries shall as soon as possible after arriving on the field in a similar manner file an inventory of purchases made with the medical outfit allowance, and also keep a list available of purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station by a direct route. Should any missionary wish to deviate from this direct route and there be no reason to the contrary he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expen-

sive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus consumed will be taken into consideration in fixing the date at which home allowance shall begin.

The Board pays freight and customs duties to Missions outside of the United States within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary, and four tons for a married missionary, except as may be determined by special action of the Board.

Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be furnished after designation of field. A Travel Manual is provided, containing further instructions as to Travel.

Passports.

13. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries, according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under twenty years of age, one-half of the salary of a

married man to one unmarried, (with exceptions in some Missions where the necessities of a comfortable support require more,) and to a single woman one-half of the salary of a married missionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

In case of a married missionary or child the full salary or allowance shall be continued to the end of the month, but in the case of an unmarried missionary, either man or woman, the salary shall cease with death.

15. The salary begins as a rule on the arrival of missionaries at their Stations, and ends when they leave their Stations on their return to this country, or on the termination of their connection with the Board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, March 31st.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service and Furloughs.

17. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in mission work.

A few familiar and well-established principles should be kept in mind:

First—Missionaries live and work amid conditions which are not only trying to health, but which involve peculiar nervous strain. It is therefore not only desirable, but necessary, that they should have occasional furloughs in the United States for purposes of physical recuperation, mental change and spiritual reinvigoration.

Second—The frequency with which said furloughs should be taken varies with the degree of isolation, the healthfulness of the

climate and the vigor of the missionary, there being wide differences in these respects which make any rigid and uniform term of doubtful expediency.

Third—While the Board can establish the approximate term of service for the country, there is force in the suggestion which has come from the field, that the Mission itself can best determine the precise limits for the individual missionary, as it is more conversant with the physical condition of the individual and with the work which will be affected by his departure.

Fourth—The vastness of the field and the comparatively small number of laborers, the urgent importance of every available missionary being at his post the serious interference with the work which furloughs necessitate and the additional burdens which they lay upon already overworked colleagues as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that the furloughs should be limited to the reasonable necessities of each case. It is believed that increased facilities for intercommunication, and the extension of the conveniences of civilization, make the lot of the missionary more tolerable than it was a generation ago, and that in these circumstances it is not unreasonable to expect that the tendency should be toward a lengthened rather than toward a shortened term of service.

The Board has fixed the minimum terms of service for the different missions as follows:

For the Mexico Mission the term shall be ten years; for the Guatemala, Colombia (except Barranquilla), Chile and South Brazil missions, the term shall be nine years; for the North China, East and West Shantung, Kiang-An, Central China, Hunan, Korea, East and West Japan, East and West Persia, Punjab, North India, West India, Central Brazil and Syria missions the term shall be eight years; for the South China Mission the term shall be seven years; for the Hainan, Philippine, Siam and Laos missions, and the Barranquilla Stations of the Colombia Mission, the term shall be six years; and for the West Africa Mission the term shall be three years.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission, irrespective of his physical condition and the needs of the work, but if he completes that term of service in the possession of good health he is to remain for a longer period, the Mission determining the question as to whether he shall return to the United States and at what time, the rule and expectation being that the term of office shall approximate a longer period. Inasmuch as the Board makes exceptions in the case of missionaries whose health requires it, it is felt that no hardship is involved in thus lengthening the general term. The hope is also expressed that special care will be taken to comply with the provisions of Paragraph 18 of the Manual, and that when risks of climate interfere with the return at the exact termination of the term of years determined upon in accordance with the above principles, there will be thoughtful consideration whether the requisite relief can not be obtained by shortening rather than lengthening the furlough.

The Board would impress upon the Missions the importance of their inserting provision for anticipated furloughs in their annual estimates. As special appropriations cannot be made except in cases of health emergency, a failure to incorporate traveling expenses in the estimates will ordinarily be considered an adequate reason for deferring a furlough till the following year.

The following special rules for particular Missions shall apply to the Missions designated:

In the case of the Persia, Central China, Japan, Korea and Hainan Missions, when the missionaries are able to leave their stations in July, and leave the United States for return to the field in August, they shall be allowed to leave in the July preceding the fall in which their term of service would expire in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission. When they must leave the field earlier than July, they shall be allowed to do so as late as is prudent in the spring or summer succeeding the fall in which their term of service would expire, in accordance

with the preceding principles as to the minimum number of years and the required judgment of the Mission, and the length of the furlough in such cases shall be extended so as to enable them to do this and return in the proper season of the year at the expiration of the furlough, the furlough in such cases, however, not to exceed at the most fifteen months.

For the three India Missions, the time for leaving the field on regular furlough shall be about the first of April following the completion of the full term of service (as determined in accordance with the foregoing principles), and the time for leaving the United States in returning to India after the furlough shall be about the middle of September of the following year, the date of the departure from the field to be fixed by the Mission in accordance with Paragraph 18 of the Manual.

Instead of the regular furlough, options are allowed to the Missions indicated as follows:

For Mexico, a furlough of eight months after eight years, with full travel expenses, or a six-months' furlough at the end of five years, with travel expenses paid one way. For Guatemala, Colombia (except Barranquilla), Chile, and South Brazil, a furlough of six months, after five years, with travel expenses paid one way; for South China a five months' furlough, after four years, with expenses paid one way; for the India Missions a furlough of six months, after five and one-half years, with expenses paid both ways; for Central Brazil a furlough of ten months, after seven years, or eight months after six years, with full travel expenses; for the Philippines a furlough of seven months, and for Hainan, Siam, Laos and Barranquilla a furlough of six months after three years, with expenses paid one way and the field salary continued during the journey the other way.

In cases where a missionary shall have been on the field longer than the usual term, and his wife for a period shorter than the term, or *vice versa*, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the

health of children. Its responsibilities in the matter of traveling expenses are defined in the Manual. It provides for the regular furlough of missionaries, Manual, Paragraphs 17-18, for their return on account of their own health when required, Paragraph 17, and when they withdraw from the work, Paragraph 31. It provides for the traveling expenses of children to and from the field, as specified in Paragraph 34; beyond this the Board feels that it is not proper to go in the use of Mission funds in providing furloughs and traveling expenses on account of health, or in the cases of children.

The Board will interpret and apply these principles in a just and reasonable way.

Any other leave of absence than the furlough thus provided for should be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. The Board has adopted and furnished the Missions with a form of certificate, and the reception and approval of these certificates, together with the judgment of the Mission thereon must precede the settlement of the traveling account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriations. Where a consultation of the medical missionaries of a mission is practicable, it shall only be on the recommendation of such a conference that missionaries shall be ordered home on account of health.

18. Furloughs except as specified above are for *one year only*, except for the West African Mission, where the furlough shall be eight months, in addition to the time required for a direct journey to and from the field. As these furloughs should be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and

reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See § 41.)

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See §§ 18, 23.)

As the Board pays the travel expense to the home of the missionary, it is necessary that the domicile be stated when rendering the travel account and that the journey thereto be according to the provision of Paragraph 12.

Traveling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See §§ 18, 19, 23.) One measured ton of freight, without customs duties is allowed each adult and one-half ton for each child, and 100 pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board. Missionaries should obtain from the Mission Treasurer copies of the Travel Manual with full detailed instructions.

22. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer,

such statement to cover the salary account and other accounts, and funds furnished for traveling expenses. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of traveling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$1,000 per annum to a husband and wife, and \$500 to an unmarried man, to a wife, her husband remaining on the field, or to a single woman. These sums may be supplemented in cases of special need.

The home allowance begins when the payment of traveling expenses from the field ceases, and ends when the payment of traveling expenses to the field begins; or whenever the alternative offered in the second sentence of Paragraph 12 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route. And the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries, with the understanding that these amounts may be supplemented if this is found to be necessary.

Home allowance shall in no case exceed the amount for one year, except as serious physical disability, certified to by a competent physician, may call for a longer period, or in case of missionaries connected with Missions where the Board has provided a longer period of furlough as in Paragraph 18.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated unless in special cases. (Sec § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be determined both as to time and length by the Missions, on the basis of plans submitted by the Missions and approved by the Board.

The Board provides sanitariums in some Missions where climatic and other conditions render them necessary to health, but it deems it inexpedient to pay travelling expenses to or from such sanitariums save in cases of special urgency, to be determined after correspondence with the Board touching the merits of each case.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At Stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded an appli-

cation in regular form for special appropriation may be made to the Board. No medical allowance can be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak, the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board. (See §§ 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

Personal teachers will be provided for all missionaries for a period not exceeding three years, with the understanding—

1. That if the requisite examinations are passed before this, and a teacher is not needed, his employment ceases.

2. That as a rule, and save with Mission approval for the exception, one teacher shall suffice for a man and wife. That in Missions where a subsequent or "high efficiency" examination is provided, teachers shall be supplied for those who undertake this.

3. In other Missions, where it is deemed advisable by the Mission that language study should continue beyond the three years above provided for, personal teachers shall be supplied, one for each two missionaries pursuing such studies, where combination is possible.

4. In no case shall personal teachers be provided for more than five years, without special authority from the Board.

5. Writers or copyists may be provided for missionaries employed by the appointment of the Mission in literary work, where such are needed.

In Missions where it is necessary to learn a second language

the above rules shall apply afresh in the case of the second language and the employment of a teacher therefor.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of foreign missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See §§ 31, 32.)

Withdrawals from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 is made for each child under ten years of age, and \$150 between the ages of ten and twenty. This grant ceases when the missionary ceases to be connected with the Board, but is continued within the same age limits to the children of a missionary who may have died in the service. The Board can not provide children's allowance in case of the adopted children of missionaries, and the amount of children's allowance to be paid to any one missionary family in a single year shall not exceed \$650.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Board shall be responsible shall not exceed four; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those who need them most. These Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$175 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. (See § 28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE 'PRESBYTERY.

37. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

The Board can not provide traveling or other expenses for natives or missionaries in connection with the ecclesiastical meetings of the native churches, *e. g.*, Presbytery and Synod.

38. With reference to the relations of the Missions and native Churches and Presbyteries attention is called to the action of the General Assembly, Minutes of 1898, page 73.

"That in the judgment of the Assembly the best results of Mission Work in Brazil and other foreign fields will be attained only when right lines of distinction are observed between the functions of the native Churches and the functions of the foreign Missions; the Missions contributing to the establishment of the native Churches and looking forward to passing on into the regions beyond when their work is done, and the native Churches growing up with an independent identity from the beginning, administering their own contributions and resources unentangled with any responsibility for the administration of the Missions or of the funds committed to the Missions."

THE MISSION.

Mission.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work (the Mission to determine when this condition is met), are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

The wives of missionaries are subject to the provisions of Paragraphs 28 and 39 of the Manual withholding from missionaries the right to vote until they have passed the language examinations for the first year.

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and expenditure are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered, and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, *ad interim*, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See §§ 48, 50.)

Any Mission may commit to its Executive Committee, if it desires, the discharge of any of the functions and duties of the Mission as defined in the Manual.

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The traveling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members, and those who have not completed their first year of service. (See § 39.)

Missions and missionaries in transmitting matters requiring Board action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting the Secretary of the Mission shall make a separate list of such acts of the Mission meeting as may require Board action, and transmit them as promptly as possible to the Board in a separate communication.

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894) :

"Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the *textus receptus* as are sanctioned by the English or the American Revision Committees of 1881, it was

"*Resolved*, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submitted to the Committee on Versions of the American Bible Society."

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of April following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made, and, secondly, if more is required, how the Mission would spend the desired increase.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Board so as to facili-

tate their prompt consideration, and will use the estimate sheets provided by the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized; the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board. Save that when the excess is due to an unforeseen enlargement of the work, due, for example, to more paying pupils in the school or patients in the hospital, it shall be allowable to apply so much of the excess as is necessary to meet the increased cost of the work, due to this enlargement. But this shall not be understood to entail upon the Board any obligation to increase the grants from its Treasury for the work.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries

not on Field." "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made until January 31, if approved by the Mission or the Executive Committee of the Mission. This provision for transfers from class to class does not apply to classes "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property."

In view of the occurrence of such changes in the appropriations as are provided for above, the Board will expect from the Treasurer of the Mission or Station a final and complete statement of the newly-distributed appropriations, according to the method of classification and statement followed in the estimate blanks; this final statement to be directed to the Treasurer of the Board, and to reach him not later than February 28, and as much earlier as may be practicable.

In adjusting the appropriations to the necessities of the work on the field the only items which the Board exempts from reduction or transfer are those in Classes I, II, III and VIII, and such specific items in other classes as may be exempted by a special action of the Board. All other appropriations are within the rules of the Manual; subject to such readjustment by the Missions as the exigencies of the field situation may require. It is of course expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and it will not needlessly disturb such relations. But if in the judgment of the Mission the interests of the work are seriously involved, the Board will support the Mission in assigning to such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mis-

sion to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is expected that each missionary will aid in raising the large amount required for the work formally recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

All money not paid through the Treasurer of the Board, but received for the work by missionaries from Churches or other organizations or from individuals, should be reported through the Mission Treasurers. The Board feels that wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer should make report to the Board, showing:

(a) All gifts passing through his hands for special purposes.

(b) As far as possible, all gifts not passing through his hands, but received and expended by individual missionaries for the work.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordinary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter—[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]—and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Property Committee, and, if amounting to more than \$100, the sanction of the Board.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations, without its consent, will be held personally responsible for the amount.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval, in addition to the

Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board, in such cases the character of the tenant and the proposed use of the property to be carefully considered.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States, must have the authorization of the Board. The Board has adopted special regulations governing the operation of all Mission Printing Presses.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of

the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are in proper form and season returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, to forward the statement called for in Paragraph 42, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See §§ 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various departments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Letters.

60. It is expected that each Station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. All correspondence with the officers of the Board should be on uniform paper furnished by the Board, the writing to be on one side only. Matters pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.) His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of secur-

ity, must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. (See §§ 29, 45, 46, 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after April 1 in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board. The audit should include an examination of the cash in bank. And a report of the Committee of the Mission certifying that the audit required by this Paragraph has been made, and the results thereof should be forwarded to the Treasurer of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold,

but the full detailed statement of the Mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See §§ 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, or where the Mission shall prefer, by the Mission, and the names reported to the Board, save in those Missions where the Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See §§ 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and

in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriation for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on March 31, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (March 31), all unexpended balances and unused appropriations revert to the Treasury of the Board. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

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MANUAL

OF THE
Board of Foreign Missions
OF THE
Presbyterian Church
in the U. S. A.

For the Use of Missionaries
and Missionary Candidates

REVISED AND ADOPTED BY THE BOARD, AND
APPROVED BY THE GENERAL ASSEMBLY

PRESBYTERIAN BUILDING
NEW YORK
1912

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INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

This Manual is not a contract and the Board reserves the right to modify or change it as in the judgment of the Board at any time may seem wise.

The Manual does not embrace general questions of missionary policy and administration. These are treated in other publications of the Board and at the annual conferences with new missionaries.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be

willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor, expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL.

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; choice of field, if any, with reasons for the same; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

The Board will not commission men with children, save in exceptional circumstances.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological

attainments; also recommendations from their Presbyteries as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned. It is expected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Women's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommendations as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

1. That they will not marry within the circle of the

Board's Missions in less than three years from the date of their arrival on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

2. That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Missions, in less than five years from the date of their arrival on the field.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § 1.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and if desired will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever possible, so that in addition to the statements and testimonials furnished there may be the advantage of a personal

interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong, and, whenever possible, one or more of the Secretaries.

A conference for new missionaries is held annually at the rooms of the Board, and unless specially excused all new missionaries under appointment are expected to be present.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be to a Station or to a specific work. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary..... \$200.

To a man and his wife..... \$400.

except where by vote of the Mission and approval of the Board, smaller grants may be agreed upon, as in the case of Africa and Mexico, where in view of the fact that the Board provides the heavy household furniture, the grants are one-half the above amounts.

The outfit allowance is to be used only for those items which will help to properly equip the missionary and establish him in his Station, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless otherwise specially arranged.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed when assignment is made to the particular field. Experience has proved that it is not wise to expend the entire amount granted by the Board for outfit in this country or before reaching the field. The testimony of missionaries is unanimously in favor of retaining at least half of it until after reaching destination.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary, an allowance not to exceed \$150, for surgical outfit. This allowance is not made to medical missionaries appointed to established hospitals. They will be granted only a sufficient sum to provide a hand medical case. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to the expenses incurred and services

rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

New missionaries shall on their arrival on the field, or as soon thereafter as possible, render to the Mission Treasurer, or if there be a Station Treasurer, then through him to the Mission Treasurer, a list of outfit purchases made by them with the outfit allowances provided by the Board, together with the prices paid. This list to be itemized, save that clothing, including underclothing, hose, shoes, dresses, etc., can be classed in one item as personal clothing.

Medical Missionaries shall as soon as possible after arriving on the field in a similar manner file an inventory of purchases made with the medical outfit allowance, and also keep a list available of purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station, or vice versa, by a direct route. If any missionary wishes to deviate from this route and there be no valid reason to the contrary he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus consumed will be taken into consideration in fixing the date at which home allowance shall begin or end.

The Board pays freight and customs duties to Missions outside of the United States within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary, and

four tons for a married missionary, except as may be determined by special action of the Board. The freight allowance for Africa and Mexico, in view of the fact that the heavy household furniture is provided on the field by the Board, is one-half the usual amount, namely, one cubic ton for each missionary. One cubic or measured ton is equal to 40 cubic feet.

Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance by Steamship Companies is 20 cubic feet, or about 175 pounds. The allowance varies from 40 cubic feet in Oriental lines, to 350 pounds, in Trans-Pacific Steamships. On these points specific instructions will be furnished after designation of field. A Travel Manual is provided, containing further instructions as to details of journey.

Passports.

13. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries, according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under twenty years of age, one-half of the salary of a married man to one unmarried (with exceptions in some Mis-

sions where the necessities of a comfortable support require more), and to a single woman one-half of the salary of a married missionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

In case of a married missionary or child the full salary or allowance shall be continued to the end of the month, but in the case of an unmarried missionary, either man or woman, the salary shall cease with death.

15. The salary begins as a rule on the arrival of missionaries at their Stations, and ends when they leave their Stations on their return to this country, or on the termination of their connection with the Board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, March 31st.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service and Furloughs.

17. The appointment of missionaries contemplates service for life, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in mission work.

A few familiar and well-established principles should be kept in mind:

First—Missionaries live and work amid conditions which are not only trying to health, but which involve peculiar nervous strain. It is therefore not only desirable, but necessary, that they should have occasional furloughs in the United States for purposes of physical recuperation, mental change and spiritual reinvigoration.

Second—The frequency with which furloughs should be

taken varies with the degree of isolation, the healthfulness of the climate and the vigor of the missionary, there being wide differences in these respects which make any rigid and uniform term of doubtful expediency.

Third—While the Board can establish the approximate term of service for the country, there is force in the suggestion which has come from the field, that the Mission itself can best determine the precise limits for the individual missionary, as it is more conversant with the physical condition of the individual and with the work which will be affected by his departure.

Fourth—The vastness of the field and the comparatively small number of laborers, the urgent importance of every available missionary being at his post, the serious interference with the work which furloughs necessitate and the additional burdens which they lay upon already overworked colleagues as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that the furloughs should be limited to the reasonable necessities of each case. It is believed that increased facilities for intercommunication, and the extension of the conveniences of civilization, make the lot of the missionary more tolerable than it was a generation ago, and that in these circumstances it is not unreasonable to expect that the tendency should be toward a lengthened rather than toward a shortened term of service, and a shortened rather than a lengthened furlough.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission, irrespective of his physical condition and the needs of the work, but if he completes that term of service in the possession of good health he is to remain for a longer period, the Mission determining the question as to whether he shall return to the United States and at what time, the rule and expectation being that the term of office shall approximate a longer period. Inasmuch as the Board

makes exceptions in the case of missionaries whose health requires it, it is felt that no hardship is involved in thus lengthening the general term. The hope is also expressed that special care will be taken to comply with the provisions of Paragraph 18 of the Manual, and that when risks of climate interfere with the return at the exact termination of the term of years determined upon in accordance with the above principles, there will be thoughtful consideration whether the requisite relief can not be obtained by shortening rather than lengthening the furlough.

In cases where a missionary shall have been on the field longer than the usual term, and his wife for a period shorter than the term, or vice versa, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

The minimum terms of service and furloughs for the different missions are at present, but subject to change:

Term—Ten years.

Mexico:

Furlough—One year with full travel expenses, or an eight months' furlough after eight years with full travel expenses, or a six months' furlough at the end of five years with travel expenses paid one way.

Term—Nine years.

Guatemala, Colombia (except Barranquilla and Bogota),
Chile, South Brazil:

Furlough—One year with full travel expenses, or six months at the end of five years with travel expenses paid one way.

Term—Eight years.

Central China, East and West Persia, Hunan, Japan,
Kiang an, Korea, North China, Syria, Shantung:

Furlough—One year with full travel expenses.

Punjab, North India, Western India:

Furlough—One year or six months after five and one-half years' service; travel to be paid both ways.

Central Brazil:

Furlough—Twelve months. Missionaries may take, however, ten months' furlough at end of seven years; eight months at end of six years; or may take six months' furlough so arranged that the preceding service period, the travel periods and the furlough make up five years. Traveling expenses both ways, in each case to be met by the Board.

Term—Seven years.

South China:

Furlough—One year after a service of not less than seven years with travel expenses both ways, or five months in the United States after a term of not less than four years, the Board to pay travel expenses one way.

Term—Six years.

Philippines:

Furlough—Option of one year's furlough in addition to time of travel with expenses paid both ways. Or seven months, including time of travel after three years with expenses paid one way; with the further option of a furlough at the end of the fourth or fifth year, the duration of the furlough and the expense defrayed by the Board to be allowed proportionately to the full term of furlough.

Hainan, Siam and Laos, Barranquilla (Station of Colombia Mission):

Furlough—Option of one year's furlough with expenses paid both ways. Or six months, after three years with expenses paid one way.

Bogota (Station of Colombia Mission):

Furlough—Seven months in the United States with travel expenses paid both ways.

Term—Three years.

West Africa:

Furlough—One year including time of travel; expenses paid both ways.

18A. Furloughs, unless otherwise specified, are in addition to the time required for a direct journey to and from the field. As furloughs will be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See Par. 41.)

18B. The Board would impress upon the Missions the importance of their inserting provision for anticipated furloughs in their annual estimates. As special appropriations cannot be made except in cases of health emergency, a failure to incorporate travelling expenses in the estimates will ordinarily be considered an adequate reason for deferring a furlough till the following year.

18c. Any other leave of absence than the furlough thus provided for will be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. The Board has adopted and furnished the Missions with a form of certificate for this purpose, and the reception and approval of these certificates, together with the judgment of the Mission thereon, must precede the settlement of the travelling account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriations. This medical certificate must be signed by the Board's medical missionary at the station,

where there is one. Where a consultation of the medical missionaries of a mission is practicable, it shall be only on the recommendation of such a consultation that missionaries shall be ordered home on account of ill health.

18D. The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children. Its responsibilities in the matter of travelling expenses are defined in the Manual. It provides for the regular furlough of missionaries, Manual, Paragraphs 17-18, for their return on account of their own health when required, Paragraph 18, and when they withdraw from the work, Paragraph 31. It provides for the travelling expenses of children to and from the field, as specified in Paragraph 34. Beyond this the Board feels that it is not proper to go to the use of Mission funds in providing furloughs and travelling expenses on account of health, or in the cases of children.

The Board will interpret and apply these principles in a just and reasonable way.

18E. The following special rules for particular Missions shall apply to the Missions designated:

In the case of Persia, Central China, Japan, Korea, and Hainan Missions, when the missionaries are able to leave their stations in July, and leave the United States for return to the field in August, they shall be allowed to leave in the July preceding the fall in which their term of service would expire in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission. When they must leave the field earlier than July, they shall be allowed to do so as late as is prudent in the spring or summer succeeding the fall in which their term of service would expire, in accordance with the preceding principles as to the minimum number of years and the required judgment of the Mission, and the length of the furlough in such cases shall be extended so as to enable them to do this and return in the proper season of the year at the expiration of the furlough, the furlough

in such cases, however, not to exceed at the most fifteen months.

For the three India Missions, the time for leaving the field on regular furlough shall be about the first of April following the completion of the full term of service (as determined in accordance with the foregoing principles), and the time for leaving the United States in returning to India after the furlough shall be about the middle of September of the following year, the date of departure from the field to be fixed by the Mission in accordance with Paragraph 18 of the Manual.

18F. On short term furloughs when expenses are paid by the Board only one way, the home allowance is continued during the way the expenses are not paid by the Board.

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See Paragraphs 18, 23.)

As the Board pays the travel expense to the home of the missionary it is necessary that the domicile be stated when rendering the travel account and that the journey thereto be according to the provision of Paragraph 12.

If the missionary has no settled home in the United States, then the domicile shall be considered that place at which he spends the greater part of his furlough, and not the farthest point to which he may travel in making visits among relatives, friends or churches.

Travelling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route

from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See § § 18, 19, 23.) One measured ton of freight, without customs duties is allowed each adult and one-half ton for each child, and 100 pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board. Missionaries should obtain from the Mission Treasurer copies of the Travel Manual with full detailed instructions.

22. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer or Station Treasurer, such statement to cover the salary account and other accounts, and funds furnished for travelling expenses. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of travelling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$1,200 per annum to a husband and wife, and \$600 to an unmarried man, to an unmarried woman, and to a wife whose husband remains on the field. These sums may be supplemented in cases of special need. Missionaries may, at their discretion, draw one month's home allowance from the Mission Treasurer prior to leaving the field, or from the Treasurer in New York upon arriving in the United States.

The home allowance begins when the payment of travelling expenses from the field ceases, and ends when the payment of travelling expenses to the field begins; or whenever the alternative offered in the second sentence of

Paragraph 12 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route. And the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries, with the understanding that these amounts may be supplemented if this is found to be necessary.

Home allowance shall in no case exceed the amount for one year, except as serious physical disability, certified to by a competent physician, may call for a longer period, or in case of missionaries connected with Missions where the Board has provided a longer period of furlough as in Paragraph 18.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the travelling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, unless in special cases. (See § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be de-

terminated both as to time and length by the Missions, on the basis of plans submitted by the Missions and approved by the Board.

The Board provides sanitariums in some Missions where climatic and other conditions render them necessary to health, but it deems it inexpedient to pay travelling expenses to or from such sanitariums save in cases of special urgency, to be determined after correspondence with the Board touching the merits of each case.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At Stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded an application in regular form for special appropriation may be made to the Board. No medical allowance can be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak, the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem

wise, as to their knowledge of the native tongue, and to report the result to the Board. (See § § 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

Personal teachers will be provided for all missionaries for a period not exceeding three years, with the understanding—

1. That if the requisite examinations are passed before this, and a teacher is not needed, his employment ceases.

2. That as a rule, and save with Mission approval for the exception, one teacher shall suffice for a man and wife. That in Missions where a subsequent or “high efficiency” examination is provided, teachers shall be supplied for those who undertake this.

3. In other Missions, where it is deemed advisable by the Mission that language study should continue beyond the three years above provided for, personal teachers shall be supplied, one for each two missionaries pursuing such studies, where combination is possible.

4. In no case shall personal teachers be provided for more than five years, without special authority from the Board.

5. Writers or copyists may be provided for missionaries employed by the appointment of the Mission in literary work, where such are needed.

In Missions where it is necessary to learn a second language the above rules shall apply afresh in the case of the second language and the employment of a teacher therefor.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of foreign missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall

temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See § § 31, 32.)

Withdrawals from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work, "on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 is made for each child under ten years of age, and \$150 between the ages of ten and twenty. This grant ceases when the missionary ceases to be connected with the Board, but if required, and so long as necessary, is continued within the same age limits to the children of a missionary who may have died in the service. If at any time the allowances to the children of such deceased missionary are no longer needed for the support of the child, they shall cease to be drawn. The Board cannot provide children's allowance in case of the adopted children of missionaries, and the amount of children's allowance to be paid to any one missionary family in a single year shall not exceed \$650.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Board shall be responsible shall not exceed five; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those who need them most. These Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$175 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. (See § 28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE PRESBYTERY.

37. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

The Board cannot provide travelling or other expenses for natives or missionaries in connection with the ecclesiastical meetings of the native churches, e. g., Presbytery and Synod.

38. With reference to the relations of the Missions and native Churches and Presbyteries attention is called to the action of the General Assembly, Minutes of 1898, page 73.

“That in the judgment of the Assembly the best results of Mission Work in Brazil and other foreign fields will be attained only when right lines of distinction are observed between the functions of the native Churches and the functions of the foreign Missions; the Missions contributing to the establishment of the native Churches and looking forward to passing on into the regions beyond when their work is done, and the native Churches growing up with an independent identity from the beginning, administering their own contributions and resources unentangled with any re-

sponsibility for the administration of the Missions or of the funds committed to the Missions."

Mission.

THE MISSION.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work (the Mission to determine when this condition is met), are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

The wives of missionaries are subject to the provisions of Paragraphs 28 and 39 of the Manual withholding from missionaries the right to vote until they have passed the language examinations for the first year.

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and expenditure are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered, and if any

missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, **ad interim**, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See §§ 48, 50.)

Any Mission may commit to its Executive Committee, if it desires, the discharge of any of the functions and duties of the Mission as defined in the Manual.

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The travelling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members, and those who have not completed their first year of service. (See § 39.)

Missions and missionaries in transmitting matters requiring Board action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting the Secretary of the Mission shall make a separate list of such acts of the Mission meeting as may require Board action, and transmit them as promptly as possible to the Board in a separate communication.

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken

only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894).

"Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the **textus receptus** as are sanctioned by the English or the American Revision Committees of 1881, it was

"Resolved, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submitted to the Committee on Versions of the American Bible Society."

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of April following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made, and, secondly, if more is required, how the Mission would spend the desired increase.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the

Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

In making these estimates the Mission will follow the classification of expenditures as arranged by the Board so as to facilitate their prompt consideration, and will use the estimate sheets provided by the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized; the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board. Save that when the excess is due to an unforeseen enlargement of the work, due, for example, to more paying pupils in the school or patients in the hospital, it shall be allowable to apply so much of the excess as is necessary to meet the increased cost of the work, due to this enlargement. But this shall not be understood to entail upon the Board any obligation to increase the grants from its Treasury for the work.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made within the fiscal year, if approved by the Mission or the Executive Committee of the Mission. In allowing this liberty of transfer, the Board does so upon the following conditions:

First—That each Mission will be responsible for bringing its expenditures for the year within its appropriations, and that any overdrafts will be charged against the appropriations for the ensuing year, this being necessary in view of the fact that the Board will not have at its disposal now the unused appropriations which it has heretofore been able to use to provide for such deficits.

Second—That where, at the end of the year, any Mission closes its accounts with a balance, this balance shall be reported to the Board and be applied toward meeting the appropriations for the new year, reducing by so much the amount to be sent out from New York.

Third—That it will be necessary for the Board now to set aside in its budget at the beginning of each year an estimated amount to cover the emergency health returns of missionaries during the year. This item will, of course, reduce the amount available in the budget for appropriations directly to the Missions, but is necessitated by the large expenditure incurred on this account, toward which heretofore the Board has had as an offset any savings on the Mission appropriations.

This provision for transfers from class to class does not apply to classes "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property."

In adjusting the appropriations to the necessities of the work on the field the only items which the Board exempts from reduction or transfer are those in Classes I, II, III and VIII, and such specific items in other classes as may be exempted by a special action of the Board. All other appropriations are within the rules of this Manual, subject to such readjustment by the Missions as the exigencies of the field situation may require. It is, of course, expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and it will not needlessly disturb such relations. But, if in the judgment of the Mission the interests of the work are seriously involved, the Board will support the Mission in assigning to such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is expected that each missionary will aid in raising the large amount required for the work formally recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

All money not paid through the Treasurer of the Board, but received for the work by missionaries from Churches or other organizations or from individuals, should be reported through the Mission Treasurers. The Board feels that wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer should make report to the Board, showing:

(a) All gifts passing through his hands for special purposes.

(b) As far as possible, all gifts not passing through his hands, but received and expended by individual missionaries for the work.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordinary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter—[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]—and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and

supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Property Committee, and, if amounting to more than \$100, the sanction of the Board.

Each year all stations should forward to New York, upon the property blanks furnished for such purpose, all details of new property acquired, or buildings erected, so that the Board's files may be kept up to date.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations, without its consent, will be held personally responsible for the amount.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a

Property Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board, in such cases the character of the tenant and the proposed use of the property to be carefully considered.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States, must have the authorization of the Board. The Board has adopted special regulations governing the operation of all Mission Printing Presses.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the

Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are, in proper form and season, returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, to forward the statement called for in Paragraph 42, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See §§ 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various departments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Missions are allowed to close their statistical year at such time between September 1st and November 30th as may be most convenient for them, having in mind the requirements of the Board that all statistical information must be in the hands of the Board by February 1st; all reports and estimates by January 1st.

Letters.

60. It is expected that each Station shall write a quarterly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. All correspondence with the officers of the Board should be on uniform paper furnished by the Board, the writing to be on one side only. Matters pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers. Correspondence for the Treasurer's office should as far as practicable be given separate sheets according to the following rough outline: (1) Matters of travel; (2) Purchase and shipment of goods; (3) Adjustment of accounts; (4) General and personal matters.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal

papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.) His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. (See §§ 29, 45, 46, 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

The Mission Treasurer will also examine and check journey accounts presented by missionaries upon their arrival in the field, calling the attention of the traveller to any items incorrectly entered.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after April 1 in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board. The audit should include an examination of the cash in bank. And a report of the Committee of the Mission certifying that the audit required by this Paragraph has been made, and the results thereof should be forwarded to the Treasurer of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See §§ 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, or where the Mission shall prefer, by the

Mission, and the names reported to the Board, save in those Missions where the Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See §§ 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and inasmuch as the Board is asked to advance money on such orders, the treasurer on the field through whom the amount must be collected shall have cognizance of the obligation assumed. This shall be effected by the countersigning of the order by the treasurer on the field and a duplicate of the order shall be filed with the treasurer so countersigning. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and

shall not be made by negotiable drafts (payable through banks).

Property and Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriation for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

It is not expected that the regular drafts sent to Mission Treasurers from New York to cover regular appropriations shall be used for property and building expenditures. For these purposes special drafts shall be sold, the forms being sent to the Missions in blank from New York. These special drafts for property shall be sold only in such amounts as shall be needed in the immediate future to finance property and building operations. They are not to be sold in large amounts with the intention of depositing the proceeds in local banks to await expenditure at some indefinite time in the future. The drafts shall be drawn on the Treasurer in New York as the forms indicate, and shall be signed by the duly authorized Treasurer of the Mission and the party authorized by the Mission to countersign.

Emergency expenditures may be covered in the same way by the sale of one or more of these special drafts. Current funds also may be replenished when absolutely necessary, but only in such amounts as would equal the regular appropriation for one month.

Immediately on the sale of either a property or emergency draft notice should be mailed to New York advising the Board Treasurer of such sale, giving the amount, the object for which it was sold and any other information that would be valuable to have.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on March 31, in each

year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (March 31), all unexpended balances and unused appropriations revert to the Treasury of the Board. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

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MANUAL

Of the Board of Foreign Missions of
the Presbyterian Church
in the U. S. A.

For the Use of Missionaries
and Missionary Candidates



REVISED AND ADOPTED BY THE BOARD, AND
APPROVED BY THE GENERAL ASSEMBLY

PRESBYTERIAN BUILDING
NEW YORK

1915

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NOTE

Changes have been made in the following paragraphs: Missionaries will please note and compare with former edition: Sections 9, 12, 17, 18, 18E, 20, 22, 33, 52, 62, 64, 77.

INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

This Manual is not a contract and the Board reserves the right to modify or change it as in the judgment of the Board at any time may seem wise.

The Manual does not embrace general questions of missionary policy and administration. These are treated in other publications of the Board and at their annual conferences with new missionaries.

Experience has shown that confusion and misunderstanding may arise from neglect of the Manual and missionaries are earnestly advised to familiarize themselves with it thoroughly, and to keep a copy of it at hand for constant reference.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries should set before their minds the authority, glory and grace of Christ and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake

they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, unnoticed labor, expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL.

APPOINTMENT OF MISSIONARIES.

General Requirements.

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and, when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; choice of field, if any, with reasons for the same; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

The Board will not commission men with children, save in exceptional circumstances.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations

from their Presbyteries as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned. It is expected that such candidates should have had some experience in personal evangelistic effort.

Medical Missionaries.

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor or session of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

Single Women.

4. Single women, including physicians, ought in all ordinary cases to make their application for appointment through the Woman's Society or Board within whose territory they reside. Such applicants are expected to furnish the information required in § 1, and recommendations as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

1. That they will not marry within the circle of the Board's Missions in less than three years from the date of their arrival

on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

2. That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Missions, in less than five years from the date of their arrival on the field.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor or session of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § 1.

Testimonials.

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and if desired will be regarded as private and confidential.

Interview with Officers.

7. It is required that applicants for appointment shall personally meet one or more of the Secretaries whenever possible, so that in addition to the statements and testimonials furnished

there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Women's Society or Board to which they naturally belong, and, whenever possible, one or more of the Secretaries.

A conference for new missionaries is held annually at the rooms of the Board, and unless specially excused all new missionaries under appointment are expected to be present.

Designation of Field.

8. Designation of field is frequently made at a time subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ. Assignment is usually to a Mission, but may be a Station or to a specific work. New missionaries are expected to comply with all the regulations of the Mission and Station to which they may be assigned.

Outfit.

9. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary..... \$200.

To a man and his wife..... \$400.

except where by vote of the Mission and approval of the Board, smaller grants may be agreed upon, as in the case of Africa, Mexico, Colombia and North Siam, where, in view of the fact that the Board provides the heavy household furniture, the grants are one-half the above amounts.

The outfit allowance is to be used only for those items which will help to properly equip the missionary and establish him in his Station, and is payable within three months of the time of departure to the field, and not after the end of the fiscal year, unless otherwise specially arranged.

Outfit lists, indicating articles most needed on the field, have been prepared by the several Missions, copies of which will be sent to the persons appointed when assignment is made to the particular field. Experience has proved that it is not wise to expend the entire amount granted by the Board for outfit in this country or before reaching the field. The testimony of missionaries is unanimously in favor of retaining at least half of it until after reaching destination.

As a rule no second outfit is allowed.

Medical Outfit.

10. There will be provided for a medical missionary, whenever necessary, an allowance not to exceed \$150, for surgical outfit. This allowance is not made to medical missionaries appointed to established hospitals. They will be granted only a sufficient sum to provide a hand medical case. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Return of Outfit.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to

the expenses incurred and services rendered. All furniture purchased with the outfit allowance will be regarded as the property of the Board.

New missionaries shall on their arrival on the field, or as soon thereafter as possible, render to the Mission Treasurer, or if there be a Station Treasurer, then through him to the Mission Treasurer, a list of outfit purchases made by them with the outfit allowances provided by the Board, together with the prices paid. This list to be itemized, save that clothing, including underclothing, hose, shoes, dresses, etc., can be classed in one item as personal clothing.

Medical missionaries shall as soon as possible after arriving on the field in a similar manner file an inventory of purchases made with the medical outfit allowance, and also keep a list available of purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

The Journey.

12. The Board pays the expense of the journey from the home of the missionary to his Station, or vice versa, by a direct route. If any missionary wishes to deviate from this route and there be no valid reason to the contrary he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route or delays, the additional expense of which is assumed by the missionary, the time thus considered will be taken into consideration in fixing the date at which home allowance shall begin or end.

The Board pays freight and customs duties to the field within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries is two measured tons for a single missionary, and

four tons for a married missionary, except as may be determined by special action of the Board. The freight allowance for Africa, Mexico, Colombia and North Siam, in view of the fact that the heavy household furniture is provided on the field by the Board, is one-half the usual amount, namely, one cubic ton for each missionary. One cubic or measured ton is equal to 40 cubic feet.

Each missionary is allowed 100 pounds of baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance by Steamship Companies is 20 cubic feet, or about 175 pounds. The allowance varies from 40 cubic feet in Oriental lines, to 350 pounds, in Trans-Pacific Steamships. On these points specific instructions will be furnished after designation of field. A Travel Manual is provided, containing further instructions as to details of journey.

Passports.

13. Passports are not absolutely necessary for all countries. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are instructed to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

MISSIONARIES AND THEIR WORK.

Salary.

14. The salaries of missionaries vary in different countries, according to the expense of living. They are determined by the Board after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid, a salary to a married man, with an allowance for each child under twenty years of age, one-half of the salary of a married man to one unmarried (with exceptions in

some Missions where the necessities of a comfortable support require more), and to a single woman one-half of the salary of a married missionary. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

In case of a married missionary or child the full salary or allowance shall be continued to the end of the month, but in the case of an unmarried missionary, either man or woman, the salary shall cease with death.

15. The salary begins as a rule on the arrival of missionaries at their Stations, and ends when they leave their Stations on their return to this country, or on the termination of their connection with the Board. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, March 31st.

16. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

Term of Service and Furloughs.

17. The appointment of missionaries contemplates service for life, if the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in mission work.

A few familiar and well-established principles should be kept in mind:

First—Missionaries live and work amid conditions which are not only trying to health, but which involve peculiar nervous strain. It is therefore not only desirable, but necessary, that they should have occasional furloughs in the United States for purposes of physical recuperation, mental change and spiritual reinvigoration.

Second—The frequency with which furloughs should be taken varies with the degree of isolation, the healthfulness of the climate and the vigor of the missionary, there being wide differences in these respects which make any rigid and uniform term of doubtful expediency.

Third—While the Board can establish the approximate term of service for the country, there is force in the suggestion which has come from the field that the Mission itself can best determine the precise limits for the individual missionary, as it is more conversant with the physical condition of the individual and with the work which will be affected by his departure.

Fourth—The vastness of the field and the comparatively small number of laborers, the urgent importance of every available missionary being at his post, the serious interference with the work which furloughs necessitate and the additional burdens which they lay upon already overworked colleagues as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that the furloughs should be limited to the reasonable necessities of each case. It is believed that increased facilities for intercommunication, and the extension of the conveniences of civilization, make the lot of the missionary more tolerable than it was a generation ago, and that in these circumstances it is not unreasonable to expect that the tendency should be toward a lengthened rather than toward a shortened term of service, and a shortened rather than a lengthened furlough.

A missionary is not to assume that he is to take a furlough at the expiration of the minimum term of service for his Mission, irrespective of his physical condition and the needs of the work, but if he completes that term of service in the possession of good health he is to remain for a longer period, the Mission determining the question as to whether he shall return to the United States and at what time, the rule and expectation being that the term of office shall approximate a longer period. Inasmuch as

the Board makes exceptions in the case of missionaries whose health requires it, it is felt that no hardship is involved in thus lengthening the general term. The hope is also expressed that special care will be taken to comply with the provisions of Paragraph 18 of the Manual, and that when risks of climate interfere with the return at the exact termination of the term of years determined upon in accordance with the above principles, there will be thoughtful consideration whether the requisite relief cannot be obtained by shortening rather than lengthening the furlough.

In cases where a missionary shall have been on the field longer than the usual term, and his wife for a period shorter than the term, or vice versa, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

The minimum terms of service and furloughs for the different missions are at present but subject to change :

Term—Ten years.

Mexico :

Furlough—One year with full travel expenses, or an eight months' furlough after eight years with full travel expenses, or a six months' furlough at the end of five years with travel expenses paid one way.

Term—Nine years.

Guatemala, Chile, South Brazil :

Furlough—One year with full travel expenses, or six months at the end of five years with travel expenses paid one way.

Term—Eight years.

Central China, East and West Persia, Hunan, Japan, Kiang an, Korea, North China, Syria, Shantung, Venezuela :

Furlough—One year with full travel expenses. Single women in Japan, Korea, North China and Shantung, seven years. Single women in Central China, Hunan and Kiang an, six years.

Punjab, North India, Western India :

Furlough—One year or six months after five and one-half years' service, travel to be paid both ways.

Central Brazil :

Furlough—Twelve months. Missionaries may take, however, ten months' furlough at end of seven years; eight months at end of six years; or may take six months' furlough so arranged that the preceding service period, the travel periods and the furlough make up five years. Travelling expenses both ways, in each case to be met by the Board.

Term—Seven years.

Central China, Hunan and Kiang an.

Furlough—One year after a service of not less than seven years with travel expenses both ways, or five months in the United States after a term of not less than four years, the Board to pay travel expenses one way.

Term—Six years.

Philippines, South China and Hainan :

Furlough—Option of one year's furlough in addition to time of travel with expenses paid both ways. Or seven months, including time of travel after three years with expenses paid one way; with the further option of a furlough at the end of the fourth or fifth year, the duration of the furlough and the expense defrayed by the Board to be allowed proportionately to the full term of furlough.

Hainan, North Siam, South Siam, Cerete and Cartegena (Stations of Colombia Mission) :

Furlough—Option of one year's furlough with expenses paid both ways. Or six months, after three years, with expenses paid one way. In view of the specially unfavorable health conditions

at the Barranquilla Station of the Colombia Mission, the missionaries at that Station are given a furlough of from four to six months, according to the actual physical need of the missionary, after a term of service of three years, the Board to pay the expenses both ways.

Bogota, Bucaramanga and Medellin (Stations of Colombia Mission) :

Furlough—Seven months in the United States with travel expenses paid both ways.

Term—Three years.

West Africa:

Furlough—One year including time of travel; expenses paid both ways.

When a leave of absence is taken during the term of service for any other than health emergencies certified by physicians and approved by the Mission, the period of such absence, less one month for the annual vacation on the field, shall be deducted from the period of absence authorized for that Mission for the next regular furlough, or, if not so deducted, the next full term of service shall be understood as dating from the time of return to the field after the leave of absence referred to, unless the missionary concerned shall, with the approval of the Mission, elect to avail himself of the alternative described in the Board's action of November 7, 1910, that when not less than one-half of the term of service shall have expired in Missions in the tropics and not less than two-thirds in Missions in temperate regions, missionaries shall have the privilege of return to America for a proportionate part of the regular furlough, with the payment by the Board of a proportionate part of the necessary travelling expenses, provided that the circumstances are approved by the Mission and the Board and provision for that part of the expenses which is to be met by the Board is inserted in the regular appropriations for the year.

In the case of missionaries taking short term furloughs, where the Manual provides that the Board shall be responsible for the trip one way, it will be understood that the missionary will pay for the trip from the field to the United States, the Board's responsibility being for the journey to the field.

In cases where the Board, under the Manual, would pay a larger proportion than one-half of the round trip, missionaries will be expected to pay their fractional share of the cost coming to the United States and that of the return journey, as provided in the Manual.

If there are special reasons why the missionary cannot furnish these proportions of the cost of the journey to the United States, these should be presented, before leaving the field, to the Secretary of the Board involved.

18A. Furloughs, unless otherwise specified, are in addition to the time required for a direct journey to and from the field. As furloughs will be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee. (See Par. 41.)

18B. The Board would impress upon the Missions the importance of their inserting provision for anticipated furloughs in their annual estimates. As special appropriations cannot be made except in cases of health emergency, a failure to incorporate travelling expenses in the estimates will ordinarily be considered an adequate reason for deferring a furlough till the following year.

18C. Any other leave of absence than the furlough thus provided for will be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will

be deemed sufficient; the action to be promptly reported to the Board with medical certificate. The Board has adopted and furnished the Missions with a form of certificate for this purpose, and the reception and approval of these certificates, together with the judgment of the Mission thereon, must precede the settlement of the travelling account of a missionary returning to the United States, when no provision has been made for such return in the annual appropriations. This medical certificate must be signed by the Board's medical missionary at the Station, where there is one. Where a consultation of the medical missionaries of a Mission is practicable, it shall be only on the recommendation of such a consultation that missionaries shall be ordered home on account of ill health.

When missionaries are sent home from the field, either at their regular furlough periods or at other times, on medical advice, the Mission Secretary is instructed to secure from the doctor in charge a full professional statement for the guidance of the Board's Medical Adviser, or other home physician who will have the case in charge in the United States.

Missionaries when they arrive at home on furlough are to have a thorough medical examination, and a sufficient portion of their furloughs is to be spent in rest and recuperation to insure their return to the field in the best physical condition.

18D. The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children. Its responsibilities in the matter of travelling expenses are defined in the Manual. It provides for the regular furlough of missionaries, Manual, Paragraphs 17-18, for their return on account of their own health when required, Paragraph 18, and when they withdraw from the work, Paragraph 31. It provides for the travelling expenses of children to and from the field, as specified in Paragraph 34. Beyond this the Board feels that it is not proper to go in the use of Mission funds in providing furloughs and travelling expenses on account of health, or in the cases of children.

The Board will interpret and apply these principles in a just and reasonable way.

18E. The following special rules for particular Missions shall apply to the Missions designated :

(a) The furlough shall not exceed one year in addition to the time of travel, except as hereafter noted.

(b) For the Persia, North China, Shantung, Central China, Kiang an, Hunan, Korea and Japan Missions, where desired and approved by the Mission, members whose terms of service expire before October 1st shall be allowed to leave on furlough during July previous to the expiration of the term of service, returning so as to sail from America at such time in the late Summer of the following year that the furlough shall not exceed one year. For the South China, Hainan, North Siam and South Siam Missions, when it is necessary to leave the field earlier than July, missionaries shall be allowed, if they desire to do so, to leave as late as is prudent in the Spring or Summer succeeding the Autumn in which their full term of service expires, and the length of the furlough in such cases shall be extended so as to enable them to return at the proper season of the year, provided that the furlough shall not exceed fourteen months.

For the three India Missions, the time for leaving the field on regular furlough shall be about the first of April following the completion of the full term of service (as determined in accordance with the foregoing principles), and the time for leaving the United States in returning to India after the furlough shall be about the middle of September of the following year, the date of departure from the field to be fixed by the Mission in accordance with Paragraph 18 of the Manual.

Intermediate Furloughs.

After a half term of service, wherever it is desirable to grant intermediate furloughs, the Board shall bear such a proportion of the travelling expenses as the time already spent on the field sustains to the full term of service. The total absence from the

field, including both furlough and time of travel, shall not exceed the proportion of the regular furlough and time of travel which the time spent on the field sustains to the full term of service, and a new term of service shall begin with the return to the field. No intermediate furlough shall be taken, however, unless the circumstances are approved by the Mission and Board and provision for that part of the expense which is to be met by the Board is inserted in the regular estimates of the year.

18f. On short term furloughs when expenses are paid by the Board only one way, the home allowance is continued during the way the expenses are not paid by the Board.

Place of Furlough.

19. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the Mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin. (See Paragraphs 18, 23.)

As the Board pays the travel expense to the home of the missionary it is necessary that the domicile be stated when rendering the travel account and that the journey thereto be according to the provision of Paragraph 12.

If the missionary has no settled home in the United States, then the domicile shall be considered that place at which he spends the greater part of his furlough, and not the farthest point to which he may travel in making visits among relatives, friends or churches.

Travelling on Furlough.

20. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his Station to the home of the missionary in this country. The

alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. (See § § 18, 19, 23.) One measured ton of freight, without customs duties, is allowed each adult and one-half ton for each child, and 100 pounds of excess baggage on railroad lines.

A freight allowance is not granted unless goods are actually shipped, and an "out and out allowance" for freight is made only when goods are shipped by some other than the direct and cheapest route, in which case the allowance is the estimated cost by such direct and cheapest route of the quantity of freight actually shipped.

In returning to the field after furlough the same rules apply as in coming to this country.

21. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board. Missionaries should obtain from the Mission Treasurer copies of the Travel Manual with full detailed instructions.

22. Missionaries in returning home should in every case bring a regular clearance sheet showing balance in personal account, if any, date to which salary and children's allowance was paid, amount advanced for travel and advance made on home salary, if any. As soon as possible after arriving in New York they should report at the Mission House. Should they arrive at any other port, they should at once send to the Treasurer a full statement of travelling expenses; also home address.

Home Allowance.

23. The allowance while at home shall be \$1,200 per annum to a husband and wife, and \$600 to an unmarried man, to an unmarried woman, and to a wife whose husband remains on the field. These sums may be supplemented in cases of special need. Missionaries may, at their discretion, draw one month's home allowance from the Mission Treasurer prior to leaving the field,

or from the Treasurer in New York upon arriving in the United States.

The home allowance begins when the payment of travelling expenses from the field ceases, and ends when the payment of travelling expenses to the field begins; or whenever the alternative offered in the second sentence of Paragraph 12 is accepted, the home allowance shall begin at the time the missionary would have reached his home in this country by a direct route. And the same principle shall be applied when the journey is toward the field.

The home allowance of widows and widowers with children shall be presumptively that of unmarried missionaries, with the understanding that these amounts may be supplemented if this is found to be necessary.

Home allowance shall in no case exceed the amount for one year, except as serious physical disability, certified to by a competent physician, may call for a longer period, or in case of missionaries connected with Missions where the Board has provided a longer period of furlough as in Paragraph 18.

Work at Home.

24. It is expected that missionaries while in the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board. (See § 48.)

The Board defrays the travelling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Extension of Furlough.

25. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will

be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, unless in special cases. (See § 18.)

Vacations on the Field.

26. Such brief vacations on the field as may be necessary for the best interests of the Mission force are to be determined both as to time and length by the Missions, on the basis of plans submitted by the Missions and approved by the Board.

The Board provides sanitariums in some Missions where climatic and other conditions render them necessary to health, but it deems it inexpedient to pay travelling expenses to or from such sanitariums save in cases of special urgency, to be determined after correspondence with the Board touching the merits of each case.

Medical Expenses.

27. At Stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge, and the Board does not engage to be responsible for expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician or surgeon. At Stations where there is no medical missionary of the Board an allowance for medical attendance will be made, the amount to be included in the estimates as a Station appropriation. When in exceptional cases this amount is necessarily exceeded an application in regular form for special appropriation may be made to the Board. No medical allowance can be made for missionaries on furlough in the United States, except in circumstances of extraordinary necessity.

Knowledge of the Vernacular.

28. The ability to read, but especially to speak, the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board. (See §§ 36, 39.) As a rule those who, after fair trial, are unable to master the language of the people among whom they labor will not be continued in commission.

Personal teachers will be provided for all missionaries for a period not exceeding three years, with the understanding—

1. That if the requisite examinations are passed before this, and a teacher is not needed, his employment ceases.

2. That as a rule, and save with Mission approval for the exception, one teacher shall suffice for a man and wife. That in Missions where a subsequent or "high efficiency" examination is provided, teachers shall be supplied for those who undertake this.

3. In other Missions, where it is deemed advisable by the Mission that language study should continue beyond the three years above provided for, personal teachers shall be supplied, one for each two missionaries pursuing such studies where combination is possible.

4. In no case shall personal teachers be provided for more than five years, without special authority from the Board.

5. Writers or copyists may be provided for missionaries employed by the appointment of the Mission in literary work, where such are needed.

In Missions where it is necessary to learn a second language the above rules shall apply afresh in the case of the second language and the employment of a teacher therefor.

Remuneration for Outside Work.

29. The missionary while in connection with the Board will give his time and strength to the work of Foreign Missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported. (See § 45.)

Pensions.

30. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, their salaries shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. All other cases naturally fall within the scope of the Board of Ministerial Relief. (See § § 31, 32.)

Withdrawals from Service.

31. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly in common with the cases of his brethren in the ministry in this country in like circumstances.

32. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "lay missionaries commissioned by the Foreign Board."

Children of Missionaries.

33. An allowance of \$100 per annum is made for each child under ten years of age, and \$150 per annum between the ages of ten and twenty. In the West Africa Mission the allowance for missionaries' children under ten years of age is \$150 when the children are in this country and the parents are on the field. This grant ceases when the missionary ceases to be connected with the Board, but if required, and so long as necessary, is continued within the same age limits to the children of a missionary who may have died in the service. If at any time the allowances to the children of such deceased missionary are no longer needed for the support of the child, they shall cease to be drawn. The Board cannot provide children's allowance in case of the adopted children of missionaries, and the amount of children's allowance to be paid to any one missionary family in a single year shall not exceed \$650.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child between this country and the foreign field for which the Board shall be responsible shall not exceed five; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board counsels missionaries that when practicable and expedient, their children should be placed in the immediate charge of relatives or friends, in order that the Homes at Wooster, Ohio, provided through the generosity of Christian friends, may be available for those who need them most. These

Homes are under the direction of a Board of Managers, responsible to the Board of Foreign Missions. Children are admitted by a vote of the Managers, with the approval of the Board, at a cost of \$175 per annum, for boarding and home. This amount is paid through the Treasurer of the Board of Foreign Missions. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

Right to Recall.

36. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. (See § 28.) After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

THE PRESBYTERY.

37. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Mission, with the approval of the Board, may deem wise from time to time, looking to the speedy establishment of a self-supporting and self-propagating native Church.

The Board cannot provide travelling or other expenses for natives or missionaries in connection with the ecclesiastical meetings of the native Churches, e. g., Presbytery and Synod.

38. With reference to the relations of the Missions and native Churches and Presbyteries attention is called to the action of the General Assembly, Minutes of 1898, page 73.

"That in the judgment of the Assembly the best results of Mission Work in Brazil and other foreign fields will be attained only when right lines of distinction are observed between the functions of the native Churches and the functions of the foreign Missions; the Missions contributing to the establishment of the native Churches and looking forward to passing on into the regions beyond when their work is done, and the native Churches growing up with an independent identity from the beginning, administering their own contributions and resources unentangled with any responsibility for the administration of the Missions or of the funds committed to the Missions."

THE MISSION.

Mission.

39. In general a Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in Mission work (the Mission to determine when this condition is met), are entitled to vote on what is known as Woman's Work. Each Mission has authority, also, should it so desire, to extend the right of voting on all questions to the women of the Mission. No missionary shall have a right to vote until after one year's service in connection with the Mission, and until he shall have passed the language examinations appointed for the first year. (See § 28.)

The wives of missionaries are subject to the provisions of Paragraphs 28 and 39 of the Manual withholding from missionaries the right to vote until they have passed the language examinations for the first year.

Powers of the Mission.

40. The Mission has the general care and supervision of all work within its limits. All questions of policy, method and ex-

penditure are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon them. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns and in general supervises the work of individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interests of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered, and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made.

Executive Committee.

41. Any Mission may at its annual meeting appoint an Executive Committee, *ad interim*, to have authority to indorse as approved any request to the Board. All actions submitted to this Committee must have the approval of the proper Station or Stations. (See § § 48, 50.)

Any Mission may commit to its Executive Committee, if it desires, the discharge of any of the functions and duties of the Mission as defined in the Manual.

Mission Meetings.

42. The Mission shall meet at least once a year and be governed by the usual rules of our Church judicatories, so far as applicable, and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. On questions involving requests for appropriations, the expenditure of funds and the location, transfer or retirement of missionaries, a two-thirds vote shall be required. In all other cases a majority shall decide. The travelling expenses to Mission meetings shall be met (unless under peculiar circumstances) only for those who are voting members, and those who have not completed their first year of service. (See § 39.)

Missions and missionaries in transmitting matters requiring Board action are requested to transmit them in strictly business communications, distinct from matters of general missionary interest. After each Mission meeting the Secretary of the Mission shall make a separate list of such acts of the Mission meeting as may require Board action, and transmit them as promptly as possible to the Board in a separate communication.

Literary Work.

43. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language. All translations of the Scriptures are to be governed by the action of the Board (April 16, 1894).

"Inasmuch as the rules of both the American Bible Society and the British and Foreign Bible Society authorize only such deviations from the *textus receptus* as are sanctioned by the English or the American Revision Committees of 1881, it was

"*Resolved*, That these limitations and exceptions be applied to all translations made under the authority of the Board; any specific questions which may arise on minor points to be submitted to the Committee on Versions of the American Bible Society."

Estimates.

44. At the annual meeting the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the 1st of April following the date of annual meeting. Where there is more than one Station in a Mission, each Station shall prepare its estimates to be submitted at the annual meeting of the Mission for detailed consideration and recommendation, as the Board requires the judgment of the Mission on all the estimates of each Station. It is specially desired that in recommending appropriations for new work, such as

the sending out of new missionaries, the purchase of property, erection of buildings, etc., the Mission shall indicate the order of their importance.

The estimates should indicate first what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made, and, secondly, if more is required, how the Mission would spend the desired increase.

The estimates should be forwarded to the Secretary in charge of the correspondence, and will be acted upon by the Board as promptly as possible. Pending such action the Mission is authorized to proceed with all expenditures included under the first class, and the Treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

Each Station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

45. In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit. Should the actual receipts fall below the estimated receipts, the Board will grant at the close of the year whatever is needed to meet the obligations authorized, the Mission or Station Treasurers to report promptly any need thus arising. Should the actual receipts exceed the estimated receipts, the gain shall accrue to the Treasury of the Board, save that when the excess is due to an unforeseen enlargement of the work, due, for example, to more paying pupils in the school or patients in the hospital, it shall be allowable to apply so much of the excess as is necessary to meet the increased cost of the work, due to this enlargement. But this shall not be un-

derstood to entail upon the Board any obligation to increase the grants from its Treasury for the work.

46. The appropriations made by the Board will always be in the currency of the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country.

47. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

Liberty of Transfer.

48. Any Mission or Station is at liberty to make necessary transfers in the annual appropriations, as sent by the Board, within any one class, except within the following: "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property." When necessary, transfers from one class to another may also be made within the fiscal year, if approved by the Mission or the Executive Committee of the Mission. In allowing this liberty of transfer, the Board does so upon the following conditions:

First—That each Mission will be responsible for bringing its expenditures for the year within its appropriations, and that any overdrafts will be charged against the appropriations for the ensuing year, this being necessary in view of the fact that the Board will not have at its disposal now the unused appropriations which it has heretofore been able to use to provide for such deficits.

Second—That where, at the end of the year, any Mission closes its accounts with a balance, this balance shall be reported to the Board and be applied toward meeting the appropriations for the new year, reducing by so much the amount to be sent out from New York.

Third—That it will be necessary for the Board now to set aside in its budget at the beginning of each year an estimated amount to cover the emergency health returns of missionaries

during the year. This item will, of course, reduce the amount available in the budget for appropriations directly to the Missions, but is necessitated by the large expenditure incurred on this account, toward which heretofore the Board has had as an offset any savings on the Mission appropriations.

This provision for transfers from class to class does not apply to classes "Missionaries on Field," "Missionaries not on Field," "New Missionaries," and "New Property."

In adjusting the appropriations to the necessities of the work on the field the only items which the Board exempts from reduction or transfer are those in Classes I, II, III and VIII, and such specific items in other classes as may be exempted by a special action of the Board. All other appropriations are within the rules of this Manual, subject to such readjustment by the Missions as the exigencies of the field situation may require. It is, of course, expected that the Mission will take into due consideration any association of particular objects with special givers in this country, and it will not needlessly disturb such relations. But, if in the judgment of the Mission the interests of the work are seriously involved, the Board will support the Mission in assigning to such objects their proportionate share of any reduction, and the Board will take up with the givers at home any difficulties which may arise.

Special Appeals.

49. It is the desire of the Board that the estimates should be so complete as to preclude applications from the field to Churches, Sabbath-schools, societies or individuals for special gifts. Such applications involve unjust discriminations in favor of some Missions and missionaries, subordinate the judgment of the Mission to private judgment, interfere with the regular income of the Board, and if right for one are right for all, and so militate against the purpose of the Church in the establishment of the Board. It is expected that each missionary will aid in raising the large amount required for the work formally

recommended by the Missions and approved by the Board.

Missionaries are requested to refer to the Secretaries in New York all requests for special objects, as such questions are given systematic attention.

All money not paid through the Treasurer of the Board, but received for the work by the missionaries from Churches or other organizations or from individuals, should be reported through the Mission Treasurers. The Board feels that wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurer, and the Mission Treasurer should make report to the Board, showing:

(a) All gifts passing through his hands for special purposes.

(b) As far as possible, all gifts not passing through his hands, but received and expended by individual missionaries for the work.

Special Appropriations.

50. After the estimates are sent to the Board, special requests for grants cannot be entertained except in extraordinary circumstances. When such cases arise during the year calling for extra appropriations, they should be submitted to the Mission, either at a Mission meeting or by circular letter—[The approval of the Executive Committee of any Mission will be adequate when such a committee exists. (See § 41)]—and forwarded to the Secretary in charge of the correspondence, with the Mission's recommendation. The blanks furnished for this purpose by the Board should be used.

Supreme Aim of Work.

51. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be

subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

Property.

52. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, should be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or the Property Committee, and, if amounting to more than \$100, the sanction of the Board.

Each year all Stations should forward to the Treasurer in New York, upon the property blanks furnished for such purpose, all details of new property acquired, or buildings erected, so that the Board's files may be kept up to date.

It is important that photographs and plans of these buildings and diagrams of the land be sent with the property blanks.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations,

without its consent, will be held personally responsible for the amount.

Property Committee.

53. Each Mission shall, at its annual meeting, appoint a Property Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any land purchased, and who shall have general supervision of the erection of all buildings. Copies of all plans approved by this committee shall be forwarded as soon as possible to the Treasurer of the Board.

Sale and Rent.

54. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Missions or Property Committees on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission cannot be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board, in such cases the character of the tenant and the proposed use of the property to be carefully considered.

Printing Presses.

55. No printing establishment or press shall be erected without the express sanction of the Mission and Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States, must have the authorization of the Board. The Board has

adopted special regulations governing the operation of all Mission Printing Presses.

Station.

56. A Station consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission; its voting members to be determined by the Mission in conformity with the principles of § 39. Each Station shall have control of the missionary work within its field, under the direction of the Mission. New Stations can be established only by action of the Board, on recommendation of the Mission. The force assigned to such Stations should, if possible, include one missionary of experience.

Mission and Station Secretaries.

57. Each Mission and each Station shall choose for itself a Secretary, to be changed as seldom as possible, the names to be reported to the Board, whose duties shall be to receive and keep files of all official correspondence addressed to Missions and Stations, to receive and distribute all report forms and see that they and all minutes and reports provided for in the Manual are, in proper form and season, returned to the Secretary in charge of the correspondence, to see that all communications addressed to Missions and Stations have proper reply, to forward the statement called for in Paragraph 42, and to perform such other functions as shall be assigned by the Missions. The above does not apply to correspondence between the Board and Mission and Station Treasurers. (See § § 48, 52, 53, 65.)

58. Care should be taken that all official letters of the Board sent to the Missions be seen by each missionary.

Reports.

59. Each Station shall prepare at the close of the Mission year, reports, both statistical and general, of the various depart-

ments of its work, and submit them to the Mission at the annual meeting. Each missionary also shall prepare a brief personal report of his or her labors during the year, to be submitted to the Mission. All these reports should be reviewed by the Mission and forwarded without delay to the Secretary in charge of the correspondence, with the Mission's judgment thereon.

Missions are allowed to close their statistical year at such time between September 1st and November 30th as may be most convenient for them, having in mind the requirements of the Board that all statistical information must be in the hands of the Board by February 1st; all reports and estimates by January 1st.

Letters.

60. It is expected that each Station shall write a quarterly letter to the Secretary in charge of the correspondence with the Mission, concerning the work in its various departments, the members of the Station discharging this duty in turn.

61. It is desirable that individual missionaries and the Secretaries of the Board should correspond as fully and frequently as may be expedient, for mutual helpfulness in the prosecution of the work.

62. Correspondence pertaining to the respective departments of Secretaries or Treasurer should be forwarded on separate sheets and ordinarily under separate covers. Correspondence for the Treasurer's office should as far as practicable be given separate sheets according to the following rough outline: (1) Matters of travel; (2) Purchase and shipment of goods; (3) Adjustment of accounts; (4) General and personal matters.

TREASURERS.

Mission Treasurer.

63. The Mission shall elect a Treasurer at its annual meeting or when a vacancy occurs, said Treasurer to assume his duties

at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. (See § 57.) His books must be open to the inspection of any member of the Mission at any reasonable time.

64. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him. The drafts conveying these funds should not be negotiated until required. The accumulation of large cash balances in native banks for any purpose should be avoided. Limited working balances should be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this Paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Manual provides.

65. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on ex-

change, etc. (See § § 29, 45, 46, 54.) Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

The Mission Treasurer will also examine and check journey accounts presented by missionaries upon their arrival in the field, calling the attention of the traveller to any items incorrectly entered.

66. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly instalments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

67. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after April 1 in each year.

68. In auditing the accounts the committee of the Mission are expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the vote of the Board. The audit should include an examination of the cash in bank. And a report of the Committee of the Mission certifying that the audit required by this Paragraph has been made, and the results thereof should be forwarded to the Treasurer of the Board.

69. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

70. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds

must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained. (See § § 47, 48.)

Station Treasurers.

71. Station Treasurers shall be annually appointed by each Station, or where the Mission shall prefer, by the Mission, and the names reported to the Board, save in those Missions where the Board provides for the discharge of these duties by the Mission Treasurer. They are the financial agents of the Mission for their several Stations, with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the Station, and to be duly audited by a committee of the Station. (See § § 48, 63.)

72. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

73. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer shall require such form of order for goods as will bind the missionary, and inasmuch as the Board is asked to advance money on such orders, the treasurer on the field through whom the amount must be collected shall have cognizance of the obligation assumed. This shall be effected by the countersigning of the order by the treasurer on the field and a duplicate of the order shall be filed with the treasurer so countersigning. These purchases are for the Mission work and for the missionaries' personal needs, and do not include purchases for others not directly associated with the Missions.

74. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Property and Emergency Drafts.

75. If necessity compels, the Mission Treasurer may draw on the Board's Treasurer at ten days' sight for an amount not to exceed the proportionate allowance of appropriation for one month; but in such event a statement must be at once forwarded to the Treasurer of the Board setting forth the emergency.

It is not expected that the regular drafts sent to Mission Treasurers from New York to cover regular appropriations shall be used for property and building expenditures. For these purposes special drafts shall be sold, the forms being sent to the Missions in blank from New York. These special drafts for property shall be sold only in such amounts as shall be needed in the immediate future to finance property and building operations. They are not to be sold in large amounts with the intention of depositing the proceeds in local banks to await expenditure at some indefinite time in the future. The drafts shall be drawn on the Treasurer in New York as the forms indicate, and shall be signed by the duly authorized Treasurer of the Mission and the party authorized by the Mission to countersign.

Emergency expenditures may be covered in the same way by the sale of one or more of these special drafts. Current funds also may be replenished when absolutely necessary, but only in such amounts as would equal the regular appropriation for one month.

Immediately on the sale of either a property or emergency

draft notice should be mailed to New York advising the Board Treasurer of such sale, giving the amount, the object for which it was sold and any other information that would be valuable to have.

Treasurer's Annual Report.

76. As the Board for the purposes of its Annual Report to the General Assembly closes its books on March 31, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

77. At the end of the year (March 31), all unexpended balances and unused appropriations revert to the Treasury of the Board, except those for new property. (See §§ 15, 47, 48.)

The Treasurer is, however, authorized to allow proper payments from balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends; and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

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